

Risk Assessment for Opening Church Buildings to the Public

Version Control

| Issue Date | Version Number | Issued by |
|--------------------------------|----------------|--|
| 22 nd May 2020 | 1 | The House of Bishops COVID-19 Recovery Group |
| 8 th June 2020 | 2 | The House of Bishops COVID-19 Recovery Group |
| 12 th June 2020 | 3 | The House of Bishops COVID-19 Recovery Group |
| 1st July 2020 | 4 | The House of Bishops COVID-19 Recovery Group |
| 6 th August 2020 | 5 | The House of Bishops COVID-19 Recovery Group |
| 10 th November | 6 | |
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| 24 th June 2021 | 16 | |

This update includes risk factors around the requirement to wear face coverings in places of worship from 8th August, to address the holding of Remembrance Day services, running of crib services on Christmas Eve, the use of Holy Water for sprinkling for Epiphany, candles for Candlemas and Pentecost, the imposition of ashes for Ash Wednesday. Also covering marriage services limited to 6 people, and Holy Week and Easter services 2021, and the re-introduction of school visits into church. Also the holding of Confirmation preparation groups in church and the Confirmation service itself.

Churches and cathedrals have been legally permitted to open for purposes of individual private prayer from 13th June. House of Bishops guidance provided for churches to open for funerals from 15th June. Public worship, with measures in place for social distancing, are allowed from 4th July. Other activities, except for a few still prohibited by law, may also take place in churches, subject to the government guidance in place for the relevant sector.

The [government guidance for the safe use of places of worship during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. This document provides a template risk assessment, with links to the relevant advice notes. It relates to opening up church and cathedral buildings to clergy and members of the public entering for any permitted purposes. As well as offering guidance on best-practice, it is also intended to help parishes make a decision on whether to open for any or all of these purposes or not, based on their local circumstances, resources and context. You should read the advice on re-opening buildings and the guidance on public worship before completing this assessment. Both are available on the [Church of England Coronavirus pages](#).

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.

A separate risk assessment relating to contractors and construction workers is available on the [Church of England Coronavirus pages](#).

Carrying out a risk assessment

1. Agree what activities you are planning for:
 - Private prayer (clergy only)
 - Livestreaming services (clergy only)
 - Opening for visitors and tourists
 - Private prayer (general public)
 - Public worship – HOLY COMMUNION
 - Rites of passage services - OCCASIONAL OFFICES (BAPTISMS, WEDDINGS, FUNERALS)
 - Remembrance Day service
 - Crib services at Christmas
 - Use of Holy Water for sprinkling
 - Use of candles for Candlemas
 - Imposition of ashes for Ash Wednesday
 - Marriage services limited to 6 people
 - Holy Week and Easter services 2021
 - School visits to church
 - Lighting of candles for Pentecost
 - Re-introduction of school visits into church
 - Holding of Confirmation preparation groups in church
 - Confirmation service

2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from the temporary closure of the church
 - Hazards arising from now using the church in a different way

Read the guidance and think about how it relates specifically to your church. What constraints are there? Consider how people will arrive at the church, including if they will need to wait or queue outside; how people will enter and leave the church; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how? Read the guidance and think about how the activities you are planning will affect different groups of people. The risks are not different for larger churches so long as they are properly managed, but having more people coming through your building makes the possible impact – for example of someone with COVID-19 coming into contact with others – higher than in smaller venues with fewer people. Consider your particular circumstances and adapt the checklist below as appropriate.
4. Using the risk assessment checklist below as a template:
 - add in mitigations for any risks that are particular to your circumstances that may not be on the list;
 - record what you need to do for each activity to go ahead safely;
 - consider any equipment you need and any temporary changes you might need to make to the church;
 - check back against your list of activities to confirm which ones can go ahead and when.

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| Church: ST MARY'S, PRESTWICH | Assessor's name: Shaun Conlon | Date updated: 24 th JUNE 2021 | Review date: |
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PLEASE NOTE:

- **IT IS MANDATORY FOR FACE COVERINGS TO BE WORN IN ALL PLACES OF WORSHIP UNLESS THERE ARE SPECIFIC EXEMPTION CIRCUMSTANCES**
- **THOSE ATTENDING MUST MAINTAIN SOCIAL DISTANCING AT ALL TIMES BOTH INSIDE AND OUTSIDE THE BUILDING AND MUST REMAIN IN THEIR HOUSEHOLD BUBBLES.**
- **ATTENDANCE NUMBERS WILL BE CAPPED AT THE ASSESSED OR LEGAL MAXIMUM APPLICABLE TO THE PARTICULAR SERVICE.**

Current policy with regards to acts of worship / occasional offices

Private Prayer – will be held on Wednesdays between 12noon and 1pm

Sunday Worship – Eucharist services will be held at 8am and 10.30am

Baptisms – will be held at 12.30pm on Sundays.

Weddings – will be held at times and dates as agreed with the officiating clergy.

Funerals – will be held in church only at times and dates as agreed with the officiating clergy.
Otherwise, crematorium funerals will be offered.

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| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
|---|---|--|------------------|---------------------------|
| Access to church buildings for clergy for purposes of private prayer and/or livestreaming General advice on accessing church buildings can be found here. | One point of entry to the church building clearly identified and separate from public entry if possible | Clergy will enter the church via the lower vestry | Clergy | Ongoing |
| | A suitable lone working policy has been consulted if relevant. | n/a – clergy will not be alone in church at the times that church is open to the public. | n/a | n/a |
| | Buildings have been aired before use. | The building was aired prior to opening for private prayer on 1 July and doors will remain open when the building is open to the public. | Clergy / wardens | Ongoing |
| | Check for animal waste and general cleanliness. | Building was checked prior to opening for private prayer on 1 July | Stewart | Completed 30.06.2020 |
| | Ensure water systems are flushed through before use. | completed prior to opening for private prayer on 1 July | Stewart | Completed 30.06.2020 |
| | Switch on and check electrical and heating systems if needed. Commission system checks as necessary. | completed prior to opening for private prayer on 1 July | Stewart | Completed 30.06.2020 |
| | Holy water stoups and the font are empty. | Font emptied prior to lockdown. Font relocated to tower room. | Stewart | Completed 30.06.2020 |

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| | | <i>UPDATE SEPT 2020</i> The font will remain empty and stored in the tower room other than when is use for Baptism services. | | |
| | Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | n/a | n/a` | n/a |
| Deciding whether to open to the public | Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible. | n/a | n/a | n/a |
| | Update your website, A Church Near You, and any relevant social media. | Website to be updated prior to reopening for public worship. | Stewart | 18.07.20 |
| | | | | |
| | Consider if a booking system is needed, whether for general access or for specific events/services | Not anticipated that this will be needed initially but to be reviewed regularly. Notice to be put in pews news asking parishioners to indicate intentions re attending on 19 july. <i>UPDATE SEPT 2020</i> | Clergy/ wardens Carole / Catriona Susie | Ongoing Completed 05.07.2020 ongoing |

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| | | E-mail booking system introduced due to increasing demand. Bookings can be made 2 weeks in advance (i.e. for the next and following Sunday) by emailing Susie Mapledoram. Bookings are accepted on a first come first served basis up to the maximum agreed capacity (see below) | | |
| | If opening to tourists consider applying for the Visit Britain 'Good to Go' standard mark | Apply here. n/a | n/a | n/a |
| | Include details on requirements such as bringing a face covering in communications. | UPDATE SEPT 2020 Booking confirmation email includes clear guidance on remaining covid secure and states that face coverings are mandatory. | Susie | ongoing |
| Preparation of the Church for access by members of the public for any permitted purposes, including worship and tourism | Confirm that all steps (above) for access by clergy have been carried out before anyone else accesses the building. | Confirmed | Clergy / wardens | ongoing |
| | Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below). | Advice on cleaning church buildings can be found here. | Clergy / wardens | ongoing |

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|---------------|---|--|-----------------|---------------------------|
| | | <p>Guidance reviewed. Cleaning products purchased and available. Planned opening times for midweek private prayer and Sunday public worship allow for 72 hour period of closure in between. Surfaces will be wiped immediately prior to opening. UPDATE SEPT 2020 With effect from 4 October 2 services will be offered for Sunday worship. All surfaces and touch points will be wiped between services. Where occasional offices are held and the closure period is less than 72 hours all surfaces and touch points will be wiped before re-opening.</p> | | |
| | <p>Read the CofE guide on face coverings and produce signage or other relevant materials to</p> | <p>UPDATE SEPT 2020</p> | <p>Susie</p> | <p>Completed</p> |

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| | indicate compliance with the law requiring these for all except those exempt. | Guidance issued via each booking confirmation email Signage to be put up | Stewart | 27.09.2020 |
| | Choose one point of entry into the church to manage flow of people and indicate this with notices, keeping emergency exits available at all times. Where possible use a different exit. | Entrance: North porch Exit: North porch + South porch. Congregation will be asked to exit the building via the door on the side of the church they have been seated on. | Wardens | Completed 30.06.2020 ongoing |
| | Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). | Doors will be opened at least 30 mins before the start of the service to minimise the need to queue. | Wardens | ongoing |
| | Where possible, doors and windows should be opened temporarily to improve ventilation. | Doors to remain open during times of public opening | Wardens | Ongoing |
| | Remove Bibles/literature/hymn books/leaflets | All removed and placed in cupboards. | Stewart | Completed 30.06.2020 |
| | Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on) | n/a congregation will be asked to remain seated throughout and to minimise movement to | Wardens | ongoing |

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| | | entrance to and exit from the building | | |
| | Consider if pew cushions/kneelers need to be removed as per government guidance | All seat covers and kneelers removed and temporarily stored in tower room. | Clergy / wardens | Completed 30.06.2020 |
| | Remove or isolate children’s resources and play areas | All children’s resources stored in tower room. | Clergy / wardens | Completed 30.06.2020 |
| | Walk through the church to plan for physical distancing in seats, aisles, at the altar rail, including safe flow of visitors. Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary). | <p>Assessment done of maximum capacity UPDATE SEPT 2020 Maximum capacity 50 people seated in the pews from a maximum of 27 households plus clergy, wardens, organist and choir (see below for risk assessment for choir numbers)</p> <p>For occasional offices i.e. baptisms, weddings and funerals the maximum number in attendance will be determined by the national and local lockdown guidance in</p> | Stewart | Completed 05.07.2020 |

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| | | <p>force at the time of the service.</p> <p>Plan agreed for direction of movement to and from allocated seats.</p> <p>Congregation will be shown to their seats using only the aisle nearest to the allocated seat for both entering and exiting the pew. Seating will be filled from the front first and vacated from the back first.</p> <p>Lay readers and intercessors will be seated in the front pews and will come forward to use the lectern or use the hand held mic and remain seated.</p> <p>UPDATE SEPT 2020 Face coverings may be removed when</p> | <p>Clergy / wardens</p> <p>Wardens</p> <p>Wardens</p> <p>Clergy</p> | <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p> |

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| | | <p>reading / leading prayers but must be replaced on return to the pews.</p> <p>Communion will be taken to the congregation in their seats by the clergy to minimise movement. UPDATE SEPT 2020 The clergy will administer to one side of the church each and will avoid the need to pass each other in the aisles.</p> <p>Communion and blessings will be given silently (so as to avoid breathing / talking over the consecrated host)</p> <p>UPDATE SEPT 2020 Face coverings will be worn by the clergy during administration of communion and at all times when social</p> | | |

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| | | distancing cannot be maintained (e.g. when baptising) | | |
| | Clearly mark out seating areas including exclusion zones to maintain distancing. | Available seating indicated with laminated signage. | Clergy / wardens | Completed 30.06.2020 |
| | Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | See above | Wardens | Completed 05.07.2020 |
| | Limit access to places where the public does not need go, maybe with a temporary cordon in needed. | Access not permitted to Tower room and Kitchen. Access to vestry restricted to clergy, wardens and organist. Access to the chancel and sanctuary restricted to the clergy. | Clergy / wardens | Completed 30.06.2020 |
| | Determine placement of hand sanitisers available for visitors to use. | Register with Parish Buying for procurement options. Hand sanitisers located at north and south porch doors and lower vestry door. Handwashing facilities available in toilets and in upper vestry. | Clergy / wardens | |

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| | Determine if temporary changes are needed to the building to facilitate social distancing | Consult advice on gaining temporary permissions . n /a .Seating is not moveable | n/a | |
| | Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | Notices in place UPDATE SEPT 2020 Reminders are given by the clergy during the announcements before the start of the service. | Stewart Clergy | ongoing |
| | Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | Advice on cleaning church buildings can be found here . All high risk surfaces / touch points to be sanitised immediately prior to opening. | Clergy / wardens | |
| | Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Register with Parish Buying for procurement options. Handwashing facilities available in toilets. Soap, single use paper towels and bin with disposable liner in place | Stewart | |

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| | Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Register with Parish Buying for procurement options. See above | As above | |
| | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Disposable liners in all bins | Stewart | completed |
| | If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days | <p>UPDATE SEPT 2020 Details of those attending Sunday public worship are recorded by Susie Mapledoram.</p> <p>Details of those attending private prayer are recorded by Carole Barnet.</p> <p>Details of those attending occasional offices (baptism, wedding, funeral) will be recorded by the officiating member of clergy. Wherever possible, in order to ensure that legal maximum attendance in force at the time, is</p> | <p>Susie</p> <p>Carole</p> <p>Clergy</p> | ongoing |

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| | | <p>not beached, this information will be collected and provided to the officiating clergy in advance of the service by the baptism visitor, the wedding couple or the funeral director as appropriate.</p> <p>All attendance records will be retained in line with track and trace guidance, best practice and GDPR requirements.</p> | | |
| | <p>Give due notice of the resumption of use of the building to neighbours, congregation and wider community, ensuring that visitors and worshippers will know what to expect when they come.</p> | <p>Website to be updated</p> | <p>Susie</p> | <p>18.07.2020</p> |
| <p>Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</p> | <p>If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.</p> | <p>Planned opening times for midweek private prayer and Sunday public worship allow for 72 hours closure in between.</p> | <p>Clergy/ wardens</p> | <p>ongoing</p> |

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| Advice on cleaning church buildings can be found here . | | See below for occasions when this is not possible. | | |
| | If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | UPDATE SEPT 2020 Planned opening times for midweek private prayer and sunday public worship allow for 72 hour period of closure in between. Surfaces will be wiped immediately prior to opening. With effect from 4 October 2 services will be offered for Sunday worship. All surfaces and touch points will be wiped between services. Where occasional offices are held and the closure period is less than 72 hours all surfaces and touch points will be wiped before re-opening. | | |
| | Set up a cleaning rota to cover your opening arrangements. | UPDATE SEPT 2020 Cleaning between / before services will be | | |

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| | | done by clergy / wardens. A team of volunteers will undertake a monthly deep clean on the first Saturday of the month | | |
| | All cleaners provided with gloves (ideally disposable). | Register with Parish Buying for procurement options. UPDATE SEPT 2020 These are available | | |
| | Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Register with Parish Buying for procurement options. UPDATE SEPT 2020 These are available | Stewart | |
| | Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | See below | Clergy / wardens | ongoing |
| | Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | Waste will be removed following each service and disposable bin liners replaced with new. | Clergy / wardens | ongoing |
| Cleaning the church after known exposure to someone with Coronavirus symptoms | If possible close the church building for 72 hours with no access permitted. | Noted | | |
| | If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | Public Health England guidance available here. Noted | | |

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| | If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | Advice on cleaning church buildings can be found here . Noted. | | |
| Re-introducing choir practices and worship | If the church building has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces. | UPDATE SEPT 2020 Planned opening times for Sunday public worship allow for 72 hours closure in between. See below for occasions when this is not possible. | Choir master | ongoing |
| | If 72-hour closure is not possible then additional cleaning will be required. | UPDATE SEPT 2020 Choir practices will take place in the empty Lady Chapel or in the choir stalls in bubbles of 6 in a socially distanced manner. Time elapsed between choir practices and Sunday worship is less than 72 hours. Individual choir members will be responsible for cleaning their own area before re-using. | Gary/choir members | Ongoing |

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| | | Surfaces will be wiped immediately prior to opening. All surfaces and touch points will be wiped between services. | | |
| | Social distancing will be maintained at all times | UPDATE SEPT 2020 Choir members will take their robes home. They will robe in groups of no more than 6 at a time. They will then take their seats in the choir stalls. There will be no processing at this stage. | Choir members | Ongoing |
| | Singing – congregational singing is not permitted. Singing by choirs is subject to adherence to the rules | Face coverings will be worn unless singing. Only responses and anthems will be sung. New versions of the responses will be used and no hymn singing will take place so that congregation members are not encouraged to join in. | Gary | Ongoing |

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| Remembrance Day service | No public worship available. No congregation present. Clergy only with service to be recorded outside by one warden. | <i>UPDATE NOV 2020</i> All participants to keep social distancing at all times. | Clergy/warden | 11 th November 2020 |
| Crib services | Movement within church to be minimised. Crib ‘characters’ to be placed in pews. Brought to crib boxed and wrapped as gifts by individual families. Placed in crib by clergy. All other resources for the service (‘bingo’ cards, pens, hearts, etc) to be packed in individual plastic bags to be collected on the way in from the back of church. Hearts to be collected during the service on collection plate and stuck onto the external of the crib after the end of the service. Shepherds’ crooks to be collected on the way out of church after the service. | <i>UPDATE DEC 2020</i> The importance of wearing face masks, minimising movement and keeping social distancing to be reiterated before and during the service. | Clergy/wardens | 24 th December 2020 |
| Use of Holy Water for sprinkling (Epiphany) | Fresh water to be placed in either the font or the aspersorium. The Priest will sanitise their hands before blessing the water and before sprinkling. Water to be removed immediately after use. | <i>UPDATE JANUARY 2021</i> Attendees will be advised of the intention to sprinkle Holy Water in advance of the service. Water will be blessed by the Priest. Their hands will be sanitised immediately afterwards and before using the aspergillum to sprinkle congregation. All vessels will be moved | Clergy | 10 th January 2021/ongoing as necessary |

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| | | to a socially distanced place after use. | | |
| Use of candles for Candlemas | Candles in holders to be placed in pews before start of the service. To be lit by clergy on way out after the service by passing the light from candle to candle. Congregation to be advised not to blow candles out until outside in the fresh air and distanced from other people. Font to be filled prior to the service once all congregation members seated. | Water in font not to be blessed and font to be drained after conclusion of the service. | Clergy and wardens | 31 st January 2021 |
| Imposition of Ashes for Ash Wednesday | Ashes to be prepared by Parish Priest at home and mixed with oils. To be administered using a fresh cotton bud for each and every individual. | UPDATE FEBRUARY 2021 Priest to wear face covering when ashes being prepared for and during administration. Used cotton buds to be burnt after end of the service. Social distancing and the wearing of face coverings to continue for all attendees. | Priest-in-charge | 17 th February 2021 |
| Conducting marriage services limited to 6 people | Wedding couple to be advised of restrictions under latest national and CofE CoVid-19 rules, in particular regarding the limitation on numbers permitted to attend the service – currently limited to 6, the bride and groom, two witnesses and two guests but not including the officiant(s) | UPDATE MARCH 2021 Family bubbles to be reinforced including restrictions on bride's father walking bride down the aisle if not living in the same household. | Priest-in-charge/other clergy as appropriate | 11 th March 2021 |

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| | | <p>Face coverings to be worn at all times, with the exception of the bride and groom and the officiating priest. The rings will be touched only by the bride and the groom. Signing of registers to be carried maintaining social distancing as appropriate. Hands and pen to be sanitised between each use. All usual CoVid-19 secure measures will remain in place, including cleaning pre- and post- the service, and physical social distancing by guests. Singing will not be permitted.</p> | | |
| Palm Sunday | Additional controls relating to issue of palm crosses and to the reading of the Passion Gospel. Return of choir for singing. | Palm crosses to be blessed on trays with clergy wearing face | Clergy | 28 th March 2021 |

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| | The Watch will cease at 10:00pm rather than the usual midnight time. | socially distanced and wearing face coverings. Seating for the Watch to be arranged to ensure social distancing maintained at all times. | | |
| Good Friday | Minimal handling of the cross for veneration. Clergy to prostrate themselves in the Sanctuary away from other ‘traffic’. | Congregation to be invited to venerate either with bow or genuflection. No kissing or touching of the cross to be permitted. | President and Church Warden | |
| Holy Saturday | Lighting of fires and candles and renewal of baptismal promises. Easter candle to be handled by minimum number of people. Exsultet to be sung by Incumbent ensuring social distancing maintained at all times. Flower arrangements to be organised by one family grouping whilst church is unoccupied by other people. | Fires to be set up by one person. Gathering outside to ensure social distancing maintained at all times and when entering the Church building. President to mark Easter candle sanitising hands before and afterwards. Deacon to hold Easter candle and bring into church. | Helper Clergy Church warden | |

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| | | Candles to be distributed ensuring minimum person-to-person contact. Sprinkling of water not to take place. | | |
| Easter Day | Change to the way Communion is distributed. Additional measures to cover handing out of Easter eggs. | Communion distribution to take place from dais rather than taken to congregation in their seats. Masks to be worn at all times by all (including the clergy during the distribution). Existing sanitisation protocols to be maintained. People to be invited to come forward (by invitation from sidesperson) remaining at all times in household bubbles and keeping social distancing. Circular route around church to be used to avoid clashing with others. | Clergy/sidespeople | |

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| | | Easter egg gifts to be distributed on departure from Church after end of service by clergy after sanitisation of hands | | |
| Re-introduction of school visits to church | Check appropriate Co-Vid 19-secure measures remain in place during school visits | <p>UPDATE 18th MAY 2021 Face masks to be worn by all adults when appropriate unless talking to the children and maintaining social distancing. Sanitisation protocols to be assured when handling items in church, eg bells. Children to be reminded to minimise contact with surfaces if at all possible. Cleaning of all surfaces, pews, and door handles to be undertaken after the visit. Toilets and carpets to be cleaned.</p> <p>UPDATE 16th JUNE 2021</p> | Clergy | |

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| | | Materials to be used not to be shared, eg individual pens to be made available. | | |
| Lighting of candles for Pentecost | Ensure compliance with ongoing Co-Vid 19 secure rules | UPDATE 22nd^h MAY 2021 Congregation to pick up candles on way into Church for lighting by members of the Clergy towards the end of the service. Candles to be taken outside church before being extinguished. | Clergy/Church Warden | |
| Holding of Confirmation preparation group meetings in church | Ensure social distancing maintained and Co-Vid 19 secure rules compliance. Number of candidates attending the preparation sessions to comply with the latest Church of England CoVid guidance on numerical restrictions. | UPDATE 12TH June 2021 Group to meet at the back of church and seated in a socially distanced manner with movement around church limited. Face masks to be worn at all times by all attendees. Materials not to be shared. Tables and chairs used to be cleaned after use. | Clergy team | |

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| | | No refreshments to be made available. | | |
| Confirmation service | Review seating to accommodate 25 candidates plus family/supporters. Address Bishop’s requirements to permit Baptisms and Confirmations to proceed within CoVid rules. | UPDATE 24TH June 2021 Number in each party to be limited to 5, including each the candidate. Re-visit layout of permissible seating to accommodate maximum 27 pods whilst continuing to maintain social distancing within household bubbles. Anointing to be done with cotton buds or other means to avoid personal contact. No anointing to take place at baptism as all candidates will be anointed at Confirmation. Sanitiser and paper towels to be made available to allow Bishop to wipe hands between multiple sanitising. | Clergy Team/Church Warden | |

| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
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| | | <p>One candidate at a time to be presented and anointed.</p> <p>Only the candidates for baptism to gather round the font.</p> <p>One jug to be supplied for one baptism and one bowl for sprinkling. For multiple baptism candidates, two jugs will be provided to avoid dipping the jug in twice. Bishop will then pour water from the jug over the candidates.</p> <p>Candidates to be sprinkled with either with an aspergillum from a bowl/jug or with a sprig of rosemary after the actual baptisms.</p> <p>Marshalls to be in situ to guide people forward to receive Communion in a socially distanced manner.</p> | | |

| Area of Focus | Controls required | Additional information | Action by whom? | Completed – date and name |
|---------------|-------------------|---|-----------------|------------------------------|
| | | Candles to be received by each candidate at the back of Church at the end of the service and then taken outside to be extinguished. | | |