

Saint Mary the Virgin, Witney

Additional Health & Safety Risk Assessment and Procedures for permitted individuals and people attending church services from September 2020.

This document is intended as a summary, details can be found in the full risk assessment.

General – applies in all cases

1. Following the requirements set out in the relevant Church of England and Government guidelines the following measures are to be kept in place until further notice.
2. Team members permitted to enter the building are those who are on the rota to do so, welcomers, those employees who need to enter to carry out their job, any contractors who are entering by prior arrangement, and the clergy team for purposes of prayer and the celebration of services. *They should enter and leave through the North Door.* No one else is permitted to enter the building except by express permission of the Rector or Wardens save for visitors and congregation members at advertised times.
3. Individuals should sanitise hands on entry and exit using the hand sanitiser provided.
4. Door handles and surfaces should be cleaned using the spray or wipes, and hands washed following contact with them. Surfaces should not be touched unnecessarily.
5. Books should not be handled by more than one person, unless a period of over 48 hours has elapsed.
6. Items used during Mass should be washed in hot water and disinfected before being reused and should only be handled by the celebrant.
7. A distance of at least two metres is to be maintained between individuals **at all times and in all situations**. *This requirement stands, as the space available to us does not require any permitted reduction in distancing.*
8. Individuals should avoid spending more time than is necessary in conversation with each other – this is an anti-infection measure, and also applies especially when the building is open for prayer, as every effort should be made to allow visitors to pray in silence.
9. Congregational singing is not permitted. Provision will be made for singing – choral or otherwise.
10. An attendance and contact list for people attending services will be held; a single-use A5 pro-forma will be provided to be completed by the congregants in their seated place, and these will be placed in the quarantine box as people leave following the service and kept for 21 days.

Provision for visitors and congregation members

11. Places for services must be pre-booked by contacting the Parish Office with contact details provided for Track and Trace purposes.
12. Access is only permitted at the advertised times, for services access will be granted no more than 10 minutes before the service is due to start and seats must be taken immediately. Queuing is possible to the right of the West Door, ensuring distancing rules are followed.

13. A one-way system enables considerable reduction in the risk of infection through lack of distancing or uncontrolled touching of surfaces.
 - 13.1. Entrance and exit through West Door only
 - 13.2. Seats are accessed via the central aisle and exit is via the side aisles
 - 13.3. The West Door is to be wedged open to avoid physical contact with handles and increase air flow
 - 13.4. Signage guides visitors through the church.
 - 13.5. On exit, Welcomers will invite the congregation to leave a row at a time - please remain in your seat until instructed otherwise.
 - 13.6. Please do not gather outside the West Door upon leaving the building.
14. Chairs are laid out spatially distanced and must remain in their original location. Seats will be allocated in advance and names will be placed on seats.
15. Cushions and kneelers have been removed and are not available for use.
16. There is a requirement for the wearing of face coverings for the duration of your time in the building.
17. Distribution during Communion
 - 17.1. This will be in one-kind only; received silently in the hand only whilst standing
 - 17.2. Welcomers will invite forward to receive communion ensuring distancing is maintained, please remain in your seat until instructed otherwise
 - 17.3. Communicants will be invited to stretch their arms at "full stretch" with palms flat and facing upwards
18. If we become aware that a known COVID-19 case has entered the church then we will have to close until a 'deep clean' can be carried out, or simply close to the public for 72 hours.

These provisions are in addition to, and do not detract from, any further documents concerning safety in church buildings published by the Archbishops' Council Cathedral & Church Division.



Canon Toby Wright
Team Rector