REOPENING ASHBOURNE CHURCHES

TIMELINE

St Oswalds Ashbourne opening from 19/07/20

St Johns Ashbourne closed, reassess 04/08/20 signs in place (DB, 13/06/20)

St Marys Mappleton closed, reassess 04/08/20 signs in place (DB, 13/06/20)

St Peters Snelston closed, reassess 04/08/20 signs in place (DB, 13/06/20)

St Mary and St Barlok Norbury closed, reassess 04/08/20 signs in place (DB, 13/06/20)

Holy Trinity Clifton closed, reassess 04/07/20 signs in place (DB, 13/06/20)

Depending upon Government and Church guidelines it is proposed that St Oswald’s opens (**changes in bold**):

w/b 22nd June Wednesdays and Sundays, 2-6pm (Ashbourne Methodists opening on alternate days)

19th July Wednesdays 2-6pm, **Sundays 10am-6pm (to allow for Sunday worship)**

3rd August Wednesdays 10am-6pm, **Sundays** 10am-6pm

17th August **Mondays, Wednesday, Fridays, Sundays**  10am-6pm

6th September Church open 9am-6pm every day

ORGANSTS

It is proposed that Organists enter via South door and access the Chancel through the choir vestry, cleaning any hard surfaces they touch. The Chancel will (initially) be unavailable to the public, so provided they clean any surfaces and organize between themselves to ensure 72 hours is kept between sessions, using the organ does not raise any significant risks. Organists are subject to a separate risk assessment.

STREAMING SERVICES

As the Nave will be in use twce a week by the public, and the Chancel by Organsists, we propose that services should be streamed from the village churches, one each week. As these churches are not intending to open until September, this gives sufficient time for both the virus to die between visits and for restrictions to ease as live worship at St Oswalds recommences.

**Risk assessment St Oswalds 07/07/20 DB**

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| **Church:**  **St Oswalds Ashbourne** | **Assessor’s name:**  **Duncan Ballard, Amanda Marshall** | **Date completed:**  **07/07/20** | **Review date:**  **18/07/20** |

| **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.](https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches) | One point of entry to the church building clearly identified and separate from public entry if possible | South door for staff  West door for public  Welcome sign on entrance gates | DB | 13/6/2020 DB |
| A suitable lone working policy has been consulted if relevant. | Consulted by organists – subject to separate risk assessment  Church will not be supervised | DB | 13/6/2020 DB |
| Buildings have been aired before use. | West doors kept open throughout opening hours | DB, AM, MR, NR | On-going DB |
| Check for animal waste and general cleanliness. | Twice weekly | AM | 15/07/20 AM |
| Ensure water systems are flushed through before use. | Checked for both church and hall | DB  AW | 15/07/20 AM |
| Switch on and check electrical and heating systems if needed. Commission system checks as necessary. |  | DB | 15/07/20 DB |
| Holy water stoups and the font are empty. |  | DB | 15/07/20 AM |
| Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard | Live-steaming (from village Churches) – all equipment battery-powered. | DB | 01/05/20 DB |
| **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. | Coordinating with Methodists, Ossie’s Kitchen, Primary school | DB | On-going |
| Update your website, A Church Near You, and any relevant social media. | Website: DB  Facebook and Social Media: AM | DB, AM | Ongoing |
| Consider if a booking system is needed, whether for general access or for specific events/services | Not required for Sunday service (with social distancing, St O’s able to seat 60 comfortably). Need to reconsider for festivals such as Harvest, Remembrance etc. | DB | 01/07/20 DB |
| If opening to tourists consider applying for the Visit Britain ‘Good to Go’ standard mark | [Apply here](https://goodtogo.visitbritain.com/). | DB | 07/07/20 DB |
| **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. |  | DB | 20/06/20 DB |
| Review CofE guide on cleaning church buildings. Complete the ‘cleaning’ section of this risk assessment (below). | Advice will be noted and followed | DB | 13/06/20 DB |
| 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. | Entry via West Door.  Public travel up central aisle to sit in pews, then exit via south aisle to West door (which is 3m wide).  Directional and advice signs printed and placed at main entrances and emergency exits | DB | 15/06/20 DB |
| Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). | N/A, unless more than 60 people arrive at one time | N/A | N/A |
| Where possible, doors and windows should be opened temporarily to improve ventilation. | Twice weekly | DB, NT | 15/06/20 AM |
| Remove Bibles/literature/hymn books/leaflets | Complete | DB, AM | 19/07/20 |
| Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on) | Previous cordon for private prayer now to be removed for public worship. Chapel (containing tombs) and Chancel to remain inaccessible to the public | DB | 01/07/20 DB |
| Consider if pew cushions/kneelers need to be removed as per government guidance | To be left, since the church will be closed for 72 hours | AM | 15/06/20 DB |
| Remove or isolate children’s resources and play areas | Done | DB, AM | 01/04/20 AM |
| 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). | Pews and side chapel now available. Put service sheets on pews 2m apart. Brass gates leading to chancel closed (Organists access via choir vestry) | DB, AM | 20/06/20 DB |
| Clearly mark out seating areas including exclusion zones to maintain distancing. | Every other pew to be kept clear, markers (incl. liturgy) placed at 2m intervals | DB | 16/07/20 DB |
| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Signs printed and in place | DB | 20/06/20 DB |
| Limit access to places were the public does not need go, maybe with a temporary cordon in needed. | In place for private Prayer risk assessment | DB | 13/06/20 DB |
| Determine placement of hand sanitisers available for visitors to use. | At West Door entrance.  Replacement 5L sanitizer on order 15/06/20 | DB | 20/06/20 DB |
| Determine if temporary changes are needed to the building to facilitate social distancing | N/A | DB | 15/06/20 DB |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. | Printed and in place | DB | 13/06/20 DB |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | Follow CofE guidance | DB, AM, NR, MR | ONGOING DB |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | N/A (no running water)  Hand sanitizer available (no towels necessary) | N/A |  |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | N/A | N/A |  |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Double-bagged | DB | 20/06/20 DB |
| If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day’s record for 21 days | Records in place for self-registration | DB | 18/07/20 DB |
| 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. | On-going, depending upon when risk assessment is approved | DB | On-going DB |
| **Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)**  Advice on[**cleaning church buildings can be found here**](https://www.churchofengland.org/sites/default/files/2020-05/Keeping%20church%20buildings%20clean%20v1.pdf)**.** | 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. | The intention is to keep open on Wednesday afternoons and all day Sunday, ensuring 72 hours between sessions | DB, AM, NR, MR | On-going DB |
| If 72-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating. | This may be the case if funerals are taken in church – in this case, the small group of cleaners (all under 70 and not in vulnerable group) will undertake cleaning duties | DB to gather team, undertake briefing, issue with risk assessment | On-going DB |
| Set up a cleaning rota to cover your opening arrangements. | From mid-August | DB |  |
| All cleaners provided with gloves (ideally disposable). | Purchased | DB` | 01/06/20 DB |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Purchased | DB | 01/06/20 DB |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | Clergy on duty for unlocking and locking up | DB, AM, NR, MR | On-going |
| Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal. | Whenever church is open – twice weekly | As above |  |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 72 hours with no access permitted. | Follow CofE guidance | DB, AM, NR, MR | ONGOING DB |
| If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | Follow CofE guidance | DB, AM, NR, MR | ONGOING DB |
| If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning. | Follow CofE guidance | DB, AM, NR, MR | ONGOING DB |

CHECKLIST FOR OPENING UP ST OSWALDS for Private Prayer

Initially: Wednesday 2pm, Sunday 9.30am before the church service

1. Check ‘Church open for Prayer’ banner is displayed on gates to churchyard (when not tied to gates the banner will be stored in the foyer of the Church or Church Hall when the Church is in use. (Do not put this up until after the Church Service on Sundays)
2. Wipe down door handle on South door before entering.
3. Enter church via south door, and lock behind you. Wipe down the door handle.
4. Check tape is in place, especially around the book shop and children’s area (spare tape in vestry)
5. Ensure directional signs on the floor are all in place (spare signs and tape in vestry)
6. Wearing rubber gloves (in vestry), remove any debris from floor or surfaces. Check for any paper, glasses, books etc. left behind and place in lost property
7. Ensure lighting is on
8. Ensure gates through to Chancel are closed, with tape across them.
9. Remove any items from votive stand. Check for any written prayers left near stand.
10. (Optional) start the music player (by the organ) at a low volume
11. Check that the contactless giving tablet is working, and signage is in place
12. Using gloves, check cash box for donations, and place any cash in a plastic bag in the safe (vestry).
13. Ensure there is sufficient hand sanitizer at West Door (suggest 0.5L) Spare sanitizer stored in vestry. If there is insufficient sanitizer the church cannot open, so please inform DB if the level is running low.
14. Using antiviral wipes (stored in vestry) clean the west door handles
15. Open the West door, pushing both doors out as wide as possible, wedging doors open.
16. Place the 4 x A4 signs at the entrance to church
17. Exit via the West Doors
18. Check that the south door is locked
19. Check that church hall is locked (NO toilets in use)

If opening on Sunday morning, please complete ‘opening for Private Prayer’ checklist first

Public Worship Checklist

Initially: Sunday at 9.30am set up for 10.30am service

1. Run through ‘opening church for Private Prayer’ checklist, ensuring signage still in place, but discretely moved to one side.
2. Toilets are NOT to be used by congregation or clergy. This will be communicated before the service via website and social media.
3. Check that ‘please do not use this pew’ notices are in place on every other pew
4. Sunday liturgy sheets will be printed and placed for collection on table by south door for the Clergy to distribute
5. Check that Sunday liturgy is placed on the pews that are in use, separated by 2m (St Oswald’s can accommodate at least 60 people in this way, more if family groups are encouraged to sit together). Sides person to be on duty to monitor numbers: reserve south pews and font area for late comers.
6. No collection plate during the service, only retiring collection, ideally via contactless giving.
7. Check that register (name, address, postcode, telephone number) is in place by West door, with working pen
8. If bell ringing in operation, check bell tower area is free from obstacles
9. If bell ringing, they will cease by 10.15am – ensure Nave altar and credence table is then in place.
10. Turn on sound system – check batteries
11. EITHER clergy OR server to set up Altar – NOT both. Remember to wash hands often! (Servers not required during service)
12. On Altar: chalice (pre charged with wine), corporal, purificator, paten, small host, pall, burse and veil (if required), candles
13. Host and chalice to remain covered (by pall and purificator) throughout service to end of Eucharistic prayer. Elevate the paten rather than the host.
14. On credence table: bowl, water carafe, lavabo towel, book of Gospels, extra hosts, hand sanitizer
15. No choir at the service, and no processions – clergy simply move to in front of the altar from the vestry.
16. Organ or pre-recorded music to be used – no congregational singing. Organist to enter Chancel via choir vestry, not through gates.
17. Preach from central aisle (do not use pulpit, to avoid touching surfaces)
18. Only one cleric to distribute communion in one kind, congregation to remain seated in pews. Drop host into hands.
19. If offering a blessing, do not touch the person, and try to avoid touching pews.
20. Once distribution of communion is complete, return to altar, sanitize hands once more, then clergy receive communion in both kinds.
21. Chalice, paten etc. cleaned in the usual way, Nave altar and credence table moved to north aisle for temporary storage.
22. At end of service, store register page safely in vestry, make register ready for next week’s service.

CHECKLIST FOR CLOSING ST OSWALDS

Initially: Wednesday 6pm, Sunday 6pm

1. Take down the ‘Church open for Prayer’ banner from the gates to churchyard and store in the south entrance area of the Church.
2. Enter church via the West door, and inform anyone present that you’re locking up
3. Check tape is in place, especially around the book shop and children’s area (spare tape in vestry)
4. Ensure directional signs on the floor are all in place (spare signs and tape in vestry)
5. Wearing rubber gloves (in vestry), remove any debris from floor or surfaces. Check for any paper, glasses, books etc. left behind and place in lost property
6. Check gates to Chancel closed
7. Ensure lighting is off
8. Remove any items from votive stand. Check for any written prayers left near stand.
9. Turn off the music player (by the organ) if appropriate. Ensure organ and sound system is off.
10. Check signage is back in place
11. Check that the contactless giving tablet is working, and signage is in place
12. Using Gloves, check cash box for donations. Place cash in safe in vestry.
13. Using antiviral wipes (stored in vestry) clean the west door handles and any surfaces by the West door
14. Close the West door, ensuring the lock and the wooden wedge is in place. Wipe the handles once again.
15. Seal any debris/wipes etc. in a pedal bin bag, tied securely, and then place in black bin. If no space, take the bag home and dispose safely.
16. Wipe down the south door handles
17. Exit via the South door
18. Check that south door is locked, wipe door handles
19. Check that church hall is locked, wipe door handles

*\* face masks, gloves, sanitizer, antivral wipes and spray are all stored in the vestry*

*\*\* CCTV to remain on throughout the day.*