

# St Bartholomew & All Saints Parochial Church Council

## Risk Assessment – Prevention of Spread of Covid-19

<b>Premises:</b>	<b>St Bartholomew’s Church</b>	<b>Area assessed:</b>	<b>Whole Building</b>
<b>Date of assessment:</b>	10 December 2021	<b>Assessment review due:</b>	as required
<b>Name of assessor:</b>	Melvyn Blackman /Ruth Sexton	<b>Signature of assessor:</b>	
<b>Who might be harmed?</b>	Clergy; Employees; Volunteers; Congregation; Members of the Public; Visitors; Contractors		

<u>Area of Focus</u>	<u>Controls Required</u>	<u>Additional Controls</u>	<u>References/Information Source</u>	<u>Action</u>	
				<u>by?</u>	<u>completed</u>
<p><b><u>Addendum:</u></b>  <b>Access to the church for the purposes of the administration of Holy Communion.</b>  <b>This Risk Assessment should be read in conjunction with the Risk Assessment for “Access to the church for the purposes of Public Worship”</b></p>	<ul style="list-style-type: none"> <li>• <i>Ensure sufficient stewards available to manage: -</i> <ul style="list-style-type: none"> <li>a) <i>Seating arrangements</i></li> <li>b) <i>Flow of communicants to/from receiving station</i></li> </ul> </li> <li>• <i>Communicants to be reminded of importance of social distancing and hand hygiene.</i></li> <li>• <i>The wearing of face coverings is a mandatory requirement in places of worship, except in the case of specified exceptions. Anyone arriving without an appropriate face covering should be offered one.</i></li> <li>• <i>No offertory procession bringing elements to the Communion table.</i></li> <li>• <i>No “Sharing of the Peace” through physical contact.</i></li> <li>• <i>Communicants to be directed to form queues in the north and south aisle, maintaining social distancing, then to receive the</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Communion to be administered in one kind only i.e. no sharing of the common cup.</i></li> <li>• <i>Clergy who are officiating at services and those who assist them (for instance by reading) do not always need to wear a face covering, but one should be worn if physical distancing cannot be maintained.</i></li> <li>• <i>The president, and those assisting them, should wear a face covering when physical distancing cannot be maintained and at the distribution of Holy Communion.</i></li> <li>• <i>Only president and those assisting to handle the wafers during distribution.</i></li> <li>• <i>Eucharistic Prayer to be spoken only over the bread and wine to be consumed by the president. Bread to be consumed by other</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>HM Government Guidance “Coronavirus: how to stay safe and help prevent the spread” [08/12/21]</i></li> <li>• <i>HM Government Guidance “Face coverings: when to wear one, exemptions, and how to make your own” [09/12/21]</i></li> <li>• <i>House of Bishops Covid-19 Recovery Group “Opening and managing church buildings” [version 2.3 – 09/12/21]</i></li> </ul>		

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	<p><i>bread <b>standing</b> and return to their seat via the centre aisle.</i></p> <ul style="list-style-type: none"> <li>• <i>Communicants to receive Communion with their face coverings in place but may remove or unloop it for the purposes of consuming the consecrated bread. They should replace the face covering before moving back to their seat.</i></li> <li>• <i>Queue to be managed to ensure flow of communicants to and from receiving stations is carefully controlled to maintain social distancing requirements</i></li> <li>• <i>Communicants to be encouraged to sanitise their hands before and after receiving communion.</i></li> <li>• <i>On conclusion of the service, congregation are requested to avoid congestion at and in the vicinity of the exit and to maintain distancing until clear of the building.</i></li> <li>• <i>Worshippers to limit their interaction with anyone they are not attending with.</i></li> <li>• <i>The president is <b>not</b> required to wear a face covering at all times but once having received Communion in both kinds <b>must</b> put on a face covering and sanitise their hands <b>before</b> distributing Communion to assisting ministers and members of the congregation.</i></li> </ul>	<p><i>communicants to remain covered until distribution. Prior to the receptacle being opened, it should be cleaned, hands should be washed or gloves worn.</i></p> <ul style="list-style-type: none"> <li>• <i>At the fraction, only the bread to be consumed by the president to be broken, all other bread remaining covered</i></li> <li>• <i>At the invitation to communion, only the wafer to be consumed by the president to be shown to the congregation.</i></li> <li>• <i>The priest and those assisting, to sanitise their hands and put on a face covering before administering the consecrated bread</i></li> <li>• <i>The bread to be administered in silence with the consecrated wafer released into the cupped hands of the recipient in such a way as to avoid any contact. If accidental contact does occur, both the priest and the communicant to sanitise their hands <b>immediately</b>.</i></li> <li>• <i>If the Sacrament is to be reserved, priest to place consecrated bread in the vessel for reservation. It should not be consumed or distributed for 72 hours other than by the priest who reserved it.</i></li> <li>• <i>If the priest is the only person to have been in contact with the chalice and paten at any stage then both may be</i></li> </ul>		
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	<ul style="list-style-type: none"> <li>• <i>Once having received Communion, those assisting with distribution to put on a face covering and to sanitise their hands before commencing.</i></li> </ul>	<p><i>cleaned in the normal way. If either have been touched by others at any stage, they should either be washed in warm, soapy water or stored securely on their own for 72 hours before being used again.</i></p> <ul style="list-style-type: none"> <li>• <i>Assisting ministers and all other members of the congregation should wear a face covering at all times <b>except</b> when proclaiming a reading, leading prayers or when leading another part of the service provided physical distancing from others can be maintained whilst doing so e.g. at a lectern.</i></li> </ul>			
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### Document change record

Date	Version	Change
22 October 2020	5	See Recovery Group revised guidance "COVID-19 Permitted Activities under the 3 Tier System"; version 1.0; issued 14/10/2020 – Risk Assessment reviewed but no changes required "Controls" updated to reflect current practice
10 December 2021	6	See Recovery Group revised guidance "COVID-19 Opening and managing church buildings"; version 2.3; issued 09/12/21. Risk Assessment reviewed and amended/updated to reflect HM Government's decision to move to Plan B.