

St. Vincent de Paul RC Church – Knutsford

Opening for Mass: Revised Risk Assessment (increase in capacity and opening for private prayer)

Church opening time

The church will be open for mass Tuesday to Friday at 09:30, Saturday at 17:30 and Sunday at 09:00 and 11:00.

The church will normally be kept open for private prayer during the day every day except Monday

Stewards

There are twenty-two stewards available and between 1 and 4 will be on-site for each Mass. Stewards will not be present for private prayer (see point 29 for mitigations).

PPE

We can confirm that all necessary PPE and hand sanitiser is available.

Social distancing

We can confirm that all social distancing markings are in place throughout the church. We have separate doors for entrance and exit, supported by a one-way system.

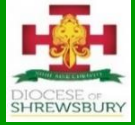
Wearing of face masks is compulsory in the church and we are applying the 1m+ distancing rule

Risk Assessment (and control measures)

The risk assessment and associated control measures can be seen on the following pages.

Document produced on 20th May, 2021.

Risk Assessment - Opening of Churches for Mass 'Covid -19 Secure'



Location: St. Vincent de Paul RC Church, 18 Tatton Street, Knutsford, WA16 6HR
Risk Assessment Completed By: Stuart Jones, Covid-19 Safety Lead
Typical hazards associated with this activity and those who may be harmed
Hazard: Spread of Covid-19 Coronavirus Those who may be harmed: Staff & Volunteers; Visitors to the Premises; Cleaners; Vulnerable groups i.e. the elderly, pregnant persons, those with existing underlying health conditions; Contractors; anyone else who may come into contact you in relation to the activity.

Good practice risk control measures to consider & implement

No	Item	Status
1	An individual or group is put in charge of planning the management of health & safety for enabling the church to open for short periods of private prayer.	✓
2	Agreed church opening times, for Mass have been established and notified to all Parishioners.	✓
3	A suitable (not from any 'at risk group' of the population) and sufficient number of informed and instructed Stewards are in place, to ensure that at least one is available throughout the agreed opening times of the church for private prayer. Any one Steward is on duty for 1 -1.5 hours only.	✓
4	All Stewards are be provided with suitable PPE (disposable masks and gloves) and hand sanitiser available during their time of duty within the church.	✓
5	No food or drink is allowed on site. (only none twist cap water bottles allowed, if necessary)	✓
6	In order to maintain 'Social Distancing' arrangements, where possible, there is one way into the church and a separate way to leave, with a clear one-way system in place to maintain a distance of at least one metre apart.	✓
7	Doors and windows open to allow flow of fresh air through the church.	✓
8	The church floor is marked with (black/yellow) tape indicating social distancing and one-way system.	✓
9	Stewards ensure strict social distancing is maintained by persons entering and leaving the church appropriately in line with the maximum capacity of the church and any one-way system in place (for Mass not for Private Prayer).	✓
10	The Confessionals are not available for use as they do not provide adequate means of maintaining 2 metres social distancing.	✓
11	Suitable cleaning materials have been provided (household detergents and disinfectant are adequate for the purpose)	✓
12	The church is cleaned every day that it is used for private prayer.	✓

No	Item	Status
13	In addition all hand rails, ends of benches, door handles and any other surface that is likely to be touched frequently are cleaned after each Mass.	✓
14	All cleaning undertaken is carried out with suitable PPE i.e. disposable gloves and aprons.	✓
15	Benches and chairs have been blocked off to maintain the 1m+ apart social distancing rule.	✓
16	Consideration has been given to identifying particular areas of the church seating to reduce the potential for contamination of furnishings throughout the church and there are none that need additional actions.	✓
17	There will be a maximum of 31 households at Mass and an appropriate and clear sign has been provided at the entrance and exit of the church. We will apply the 1m+ rule to keep individuals/households socially distant and require the wearing of face masks.	✓
18	Hand sanitizer (65% alcohol) has been provided at the entrance to the church and clear signage in place requesting people to apply before they enter. Similarly, a request sign is in place, that visitors do not touch statues or sacred imagers during their visit.	✓
19	The church toilets have been closed to the public	✓
20	All non-single use printed materials i.e. Mass books or Hymn books, pamphlets, or leaflets, have been removed from the church. Visitors have been requested to take any single use material that they have gathered, away with them.	✓
21	Votive candles have been placed in holders in advance and Stewards to replace as necessary to prevent cross contamination of candle supplies.	✓
22	Stewards on duty ignite an initial candle, other candles are lit via that one. Stewards will extinguish all candles at the end of their time on duty or when the church closes for private prayer.	✓
23	All cleaning is undertaken using disposable cloths and paper towels etc. These are disposed of in a correct fashion.	✓
24	Suitable waste receptacles with lids are provided i.e. swing bin or foot peddle bin.	✓
25	Waste is double bagged and stored for 72 hours in a place safe from animal attraction i.e. inside the building and removed via routine waste collection.	✓
26	All Stewards are instructed to wash their hands at frequent intervals (for twenty seconds) with appropriate hand wash and apply hand cream afterwards.	✓
27	The Steward on duty is aware of the fire procedures, and in the event of an emergency be ready to ask everyone to leave in an orderly fashion following their directions.	✓
28	Stewards will not physically assist people on the premises unless absolutely necessary such as emergency first aid. They will keep their own safety paramount, ensuring they use hand sanitiser/hand wash before and after any personal encounter. A note of such aid will be recorded in the churches' accident book.	✓
29	For Private Prayer parishioners will be asked (initially in a newsletter and then by signs) to sign in for track and trace using the NHS App or a sign in sheet. They will also be asked to wear a mask and to sanitise on leaving and exiting the church.	S Jones 30 th May

Approval by the Parish Priest	Signed: <i>Father David Long</i> Print: Father David Long	Date: 21 st May 2021
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Steps	Controls to be considered and implemented	Further actions to be completed (& who by).	Signature & date when completed
Step1	<p>Has a suitable risk assessment for 'Re-opening Church for Private Prayer' been completed and has approval to this been given by a Vicar General?</p> <p>If 'Yes' continue to Step 2</p> <p>If 'No' please ensure this risk assessment has been properly completed and permission received before proceeding to the next stage</p>	None	<i>Stuart Jones</i> 8 Jul 2020
Step 2	<p>Has the Vicar General been notified of your intention to open to celebrate Mass?</p> <p>Please ensure that the notification contains the following:</p> <ul style="list-style-type: none"> • The date you wish to commence; • Whether you will be continuing with 2m social distancing or 1m+ with mitigation ie compulsory wearing of face covering for member of the congregation, with closure and cleaning of the church after each celebration of Mass; • Calculations of maximum safe operational capacity of parishioners that can be accommodated in the church in accordance with social distance of your choice; 	Signs will be updated once approval to change has been granted	<p><i>Stuart Jones</i> Original risk assessment approval given: 9 Jul 2020</p> <p>Risk assessment revised (move to 1m plus) 27 Aug 2020</p> <p>Notification of this risk assessment sent 24th May, 2021</p>

	<ul style="list-style-type: none"> A plan of the diagram/layout of the church in accordance with the choice of social distancing. <p>All information must be provided without exception</p>		
Step 3	Prior to opening the church each day, stewards will be briefed on the layout of the church according to the seating plan provided to safe capacity so that they can direct parishioners, ensuring social distancing	None	<i>Stuart Jones</i> 12 Jul 2020 Updated 27 Aug 2020 Updated 24 Aug 2021
Step 4	A notice must be clearly displayed in the entrance to the church setting out the maximum safe capacity at a social distance of 1m+	None	<i>Stuart Jones</i> 12 Jul 2020 Updated 27 Aug 2020 Updated 24 Aug 2021
Step5	Ensure that there is a procedure in place to record the details of people who attend each Mass.	None	<i>Stuart Jones</i> 12 Jul 2020

Signature of person responsible for this activity: *Stuart Jones*

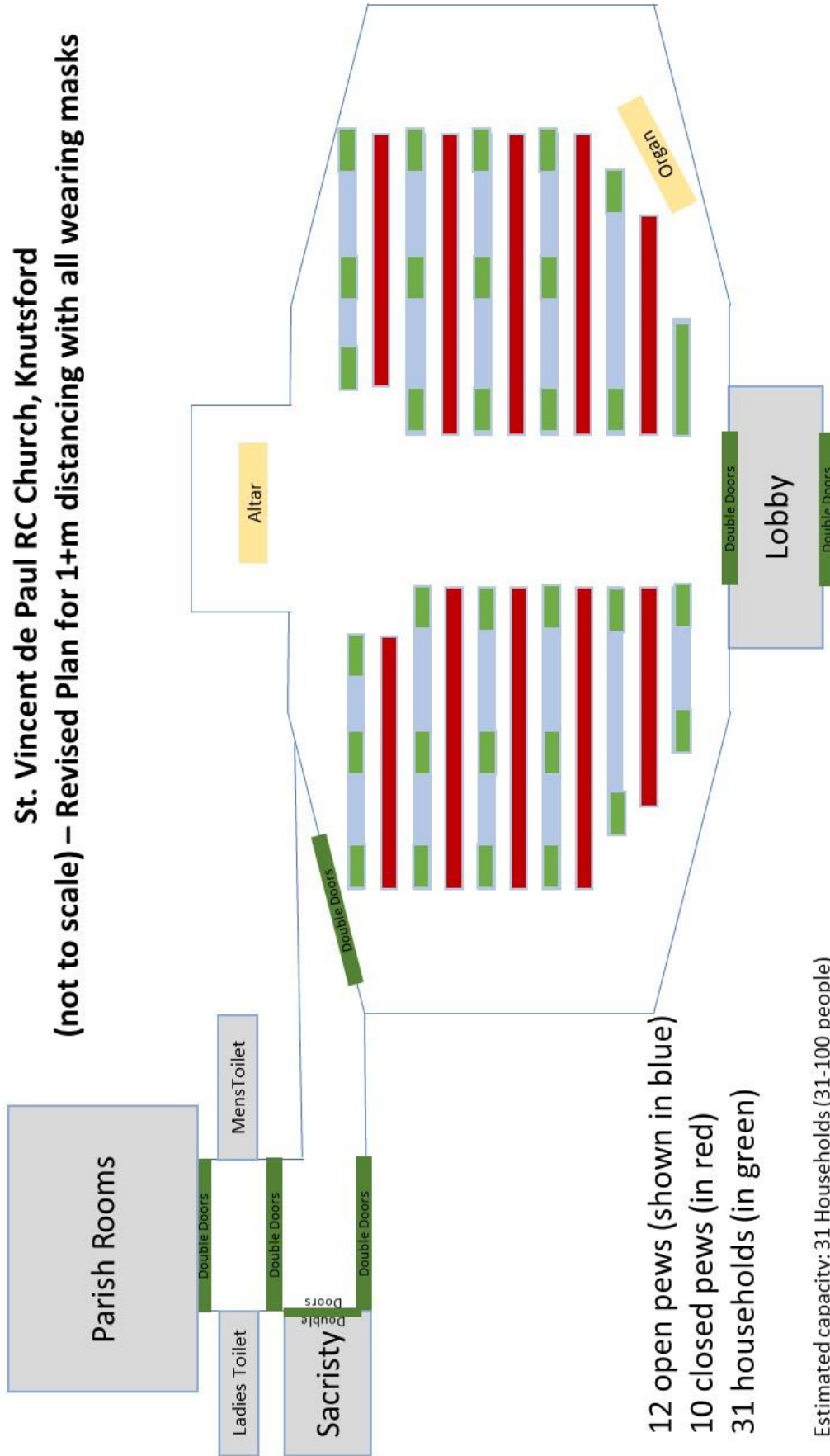
Print Name: **Stuart Jones**

Date: **21st May, 2021**

On completion this risk assessment to be returned, by email, to Diocese Health and Safety Officer and Vicar General

Plan of Church

**St. Vincent de Paul RC Church, Knutsford
(not to scale) – Revised Plan for 1+m distancing with all wearing masks**



12 open pews (shown in blue)
 10 closed pews (in red)
 31 households (in green)

Estimated capacity: 31 Households (31-100 people)
 Each available pew can accommodate up to three households apart from the back 2 pews which accommodate 2 households. Most areas can take households of up to 5 apart from the back two rows which can only take households of up to two people. The single pew near the organ can take one household of up to six people.