

## Risk Assessment for Opening Church Buildings to the Public – All Saints’ Highfield

In all the text that follows, **text in blue is that supplied by the House of Bishops COVID-19 Recovery Group**, and text in black ink is that pertaining to All Saints Church, and written by us.

### Version Control

Issue Date	Version Number	Issued by
22 <sup>nd</sup> May 2020	1	The House of Bishops COVID-19 Recovery Group (Not acted on, Church closed)
8 <sup>th</sup> June 2020	2.1	First adaption of template to All Saints for opening for <b>private prayer</b> only.
12/6/20 and 1/7/20	3.0 and 4.0	Minor updates from House of Bishops, All Saints version not changed.
5 <sup>th</sup> July 2020	5.0	First adaption of issued blank to the specifics of All Saints Church, open to the public for private prayer twice a week, <b>and one service at 10am on Sundays</b>
13 <sup>th</sup> July 2020	5.1	Adaptions of 5.0 in the light of running through the practicalities with a celebrant, and one service on 12/7/20.
27 <sup>th</sup> Sept. 2020	5.2	Small additions about compulsory use of facemasks, and showing the allowance of small group singing during services,
Autumn	6.0 and 7.0	Very minor changes by House of Bishops COVID-19 recovery group, no need to change All Saints RA
13 <sup>th</sup> January 2021	8.0	The House of Bishops COVID-19 Recovery Group new expanded template
15 <sup>th</sup> Feb. 2021	8.1	First adaption of the extended v8.0 template to All Saints Church

Note that in the table that follows columns 1 and 2 has be supplied by the House on Bishops, and essentially consist of the questions that must be answered. Columns 3, 4 and 5 are our ‘answers’. The questions in Sections 1 to 6 are supplied. Section 7 to 9 are extra sections have been added to the table to reflect some of our own concerns. Also, three appendices have been added with pictures and protocols.

Activity to which this Risk Assessment applies	From 13/1/21	From 14/2/21	From 1/3/21
Private prayer	NO	YES	YES
Public worship	NO	NO	YES
Livestreaming or recording services or music	YES	YES	YES
Funerals, weddings, baptisms	NO	NO	YES
Formal childcare or where part of a school	NO	NO	NO
Essential voluntary and public services	NO	NO	NO
Use as a vaccination centre	NO	NO	NO
Other exempted activities such as support groups	NO	NO	NO
Opening for visitors/tourists, including opening shops and cafes	NO	NO	NO

## Context of changing risk assessment

The risks associated with meeting together are mitigated, at any time, and in all conditions, by the measures outlined in this assessment. Even so, in January the C-19 case rate in Oxford was very high, with about 80 new daily cases per 100,000 people. In addition, very few people in the congregation and the at-risk groups had been vaccinated, and so the risk of infection could not be satisfactorily assured.

Another important factor was perception. Although churches have always been allowed to continue public worship in the current (early 2021) lockdown, with many health workers in parish, it would not have seemed responsible, even if we had been content with the risk. A further risk to consider was winter accidents coming too and from church – see Section 9 on page 14 of this risk assessment. For these reasons it was decided to cease in-person worship on 8<sup>th</sup> January.

On 14<sup>th</sup> February the Oxford rate of newly diagnosed cases had dropped to 20 per 100,000. Furthermore, the vast majority of our worshipping community have had at least one vaccination. About 20% are fully protected with two vaccinations. Looking at the projections the case rates are continuing to fall, and the vaccinations will increase, making good any weakness in the risk assessment, if indeed there are any. Furthermore, with wintry conditions on pavements and roads coming to an end it is time to look ahead. It is clear that the case rate is continuing to fall consistently, and the rate of vaccination to rise. Certainly, it seems very reasonable to open the church now for private prayer on Sunday mornings. Furthermore, by March the infection and vaccination levels will surely be in place where the risks are more than fully mitigated by the measures described in this assessment, and in-person worship can begin again. It is very likely that schools will be open then as well, which will mean the perception problem of exceptionalism is also dissipated.

## Underlying Principles

Although this Risk Assessment is prepared at a time of reducing infections, and very high levels of vaccination among the church community, this does not mean that the situation is inherently risk free. **The chances of causing harm or being harmed through passing on an infection, or being infected are not zero. That is the point of the control measures outlined in this risk assessment – they are to mitigate the real risk that is still present.** The following points should be borne in mind at all times: -

- Although the majority of people in our worshipping community have been vaccinated, with about 20% having had BOTH doses, this does not mean the chance of becoming infected is zero.
- Above all, the risk of becoming an ‘asymptomatic spreader’ is real.
- By March, not everyone will have full protection.
- The dominant variant of C-19 in the community (B.1.1.7 or ‘Kent’ variant) is considerably more infectious than the disease prevalent when we met together for worship through the autumn and in December.
- Colder weather makes the infection remain potent longer in the air.

**This means that the measures described in this Risk Assessment, which show how the risks are mitigated, must be taken seriously.** The overall message is: -

- Don’t get too close to each other – SPACE
- Wear a mask
- Sanitise hands
- Touch things in church as little as possible
- Sorry, still no singing!
- Please be tolerant if the church is a little drafty, that helps with safety. (Sit further from the door, on the north side, if particularly concerned.)
- Please follow all procedures as directed by the sidesperson and churchwardens. The reasons behind them are in this risk assessment.

# All Saints Church, Highfield, Oxford



## Risk assessment template

<b>Church:</b>	<b>Assessor's name:</b>	<b>Date completed:</b>	<b>Review date:</b>
All Saints Highfield, Oxford	James Larminie, Churchwarden	14 February 2021	End of March

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<b>1) Access to church buildings for purposes of recording and/or livestreaming services (with no congregation present)</b>  <b>Risk:</b> contracting or spreading the virus by not social distancing or by touching contaminated services.  Note that there will be very little activity of this nature. Perhaps very occasionally one person on their own	1.1 Consider if anyone required for recording or broadcasting is clinically extremely vulnerable or has household members who are. Can someone else fulfil their role in the recording/livestreaming? Ensure that the people who need to attend the church building to enable the livestreaming or recording to take place are willing to do so and can do so safely. Make sure that only those essential for livestreaming or recording enter the church.	None of the proposed recording people are in this category. In any case, very low numbers, maximum 3 people in any case for any of the anticipated activities.		
	1.2 Identify one point of entry to the church building, and a separate exit if possible.	Use South Porch. Put notice on normal west door	Christine, James	27/6/20 JRJL
	1.3 A suitable lone working policy has been consulted if relevant.	Not applicable		Done by default
	1.4 Consider staggered arrival times if multiple people from different households are coming into the building.	Only very small numbers, approx. 3 people	N/A	Done by default
	1.5 Holy water stoups and the font are empty.	This is the normal state, no action needed.		Done by default

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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
recording a piece on the organ. The maximum would be 2 singers plus one organ or piano player, who would also operate the recording device. THE RISK HERE IS EXTREMELY LOW, ESPECIALLY AS PROBABLY ALL WILL HAVE HAD AT LEAST ONE VACCINATION.	1.6 Ensure safe use of equipment needed for livestreaming: avoid exceeding safe load on sockets, cables/tripod causing trip hazard	Very little equipment used, e.g. battery operated recorder.		Done by default
	1.7 Provide adequate hand cleansing stations. Provide hand sanitiser for the occasions when people can't wash their hands.	Sanitiser dispensers available by entrance, and at other key locations	James	27/6/20 James
	1.8 Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	See Section 6 several pages on.		
	1.9 Read the CofE guide on face coverings and produce or download signage or other relevant materials to indicate compliance with the law and requiring these for all except those exempt.	Face covering instructions issued to all church attenders at all types of event. See 3.5 below	Catherine	Early August.
	1.10 Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork.	People bring their own papers. No internal doors used by people recording		Done by default
	1.11 Ensure you have an NHS Track and Trace QR code available, with an alternative option for those who cannot use that system.	This was prepared and put up as soon as available.	James	10/2020 James
<b>2) Deciding whether to open to the public for private prayer, public worship and other permitted activities.</b>	2.1 Consider how the national lockdown applies to the particular circumstances of the church and the worship or other activities envisaged. For gathered congregations or other activities drawing people from a wide area, consider the implications of where people travel from and the distance involved.	Kept under continuous review. Not necessarily opened when allowed to. Congregation is all local, apart from one who comes sometimes from outside the city. We are not a "gathered congregation".	Church wardens and PCC jointly	Continuous, never done.

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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name	
<p><b>Risk:</b> contracting or spreading the virus by not social distancing or by touching contaminated services.</p> <p>Worship and private prayer the only permitted activities at the moment. No Arts events. <b>These considered safe from the beginning of March</b>, as case numbers are much lower than when worship ceased, and falling. Also, a very high proportion of the congregation will have had at least one vaccination.</p>	2.2 Discuss with nearby venues and businesses to ensure that the timing and practical arrangements for using the church are compatible.	Not applicable		Done by default	
	2.3 Check if any clergy, staff or volunteers required for opening to the public fall into clinically extremely vulnerable categories or have members of their household who do, and ensure there are enough people safely able and willing to facilitate opening and cleaning the building.	No-one who is clinically extremely vulnerable will be asked to do any key task. Most people in vulnerable groups are vaccinated, or will be soon.			
	2.3 Consider whether to discourage clinically extremely vulnerable members of the congregation or visitors from attending services altogether or setting aside a time for them to attend for individual devotions.	Such advice is built into publicity about events. See Section 3.3 below.			
	2.4 Consider if a booking system is needed, whether for general access or for specific events/services	Required for concerts only, which are not permitted yet.	Organisers of special events	Continuous, never 'done'	
	2.5 Communicate with nearby churches to ensure offered provisions are complementary.	Not required,			
<p><b>3) Preparation of the Church for access by members of the public for any permitted purposes</b></p> <p><b>Risk:</b> Getting or spreading coronavirus in common use high traffic areas such as</p>	3.1 Confirm that all steps (above) for access for livestreaming/broadcast have been carried out before anyone else accesses the building.	Church wardens to do this.		James & Janet Feb 2021	
	3.2 Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements such as bringing a face covering. Clearly state the limits on attendance for weddings, funerals,	A Church Near You ----- Church website-----  Appropriate minister & wardens speak to organisers of events	James Christine	Continually updated as events are organised	

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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
corridors, toilet facilities, entry/exit points and other communal areas.	commemorative events and any other permitted activities where upper limits apply.			
	3.3 Update your website to remind people who are clinically extremely vulnerable to COVID-19 to stay at home as much as possible and observe social distancing guidance, and either strongly discourage them from attending church in person during this time or indicate a time for them to attend for individual devotions.	A Church Near You -----  Church Website -----  But note that all people in these groups have now been vaccinated.	James  Christine	NYD  NYD
	3.4 Review CofE guide on cleaning church buildings. Complete the 'cleaning' section of this risk assessment (below).	Done, see below		
	3.5 Read the CofE guide on face coverings and produce signage or other relevant materials to indicate compliance with the law requiring these for all except those exempt.	Posters prepared. Also, box of facemasks bought and kept in vestry for those who forget.	Catherine	Early August 2020
	3.6 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.	South door used as the one point of entry. West door emergency exit and alternative exit.	James, Christine, Janet	June 2020
	3.7 Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).	Ramp gives very good queuing place away from pavement.		Done by default
	3.8 Make any temporary arrangements for managing the approaches to the entry points and any parking areas to ensure social distancing can be observed (taking into account any consequential risks arising from changes to circulation).	See above. Car park very small. Most people walk.		Done by default

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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	3.9 Where possible, doors and windows should be opened temporarily to improve ventilation.	Doors left ajar sometimes, but building is very large, 10,000 cubic metres, and drafty.		Done by default
	3.10 If heating is required check your system is safe to use and test it before people are allowed in.	Easily done. Our system intrinsically safe.	James	
	3.11 Remove Bibles/literature/hymn books/leaflets unless they are absolutely essential and participants cannot bring their own. Hardcopy literature should be quarantined for at least 48 hours between use.	Not removed, but put in shelves and cupboards which have been made inaccessible. Service booklets are left for 7 days between uses.	Vivienne, Christine, William, James	21/6/20 V,C,W,J
	3.12 Cordon off or remove from public access any devotional objects or items (if they are liable to be touched or closely breathed on)	Devotional object not in the All Saints tradition!		Done by default
	3.13 Consider if pew cushions/kneelers need to be removed as per government guidance on soft surfaces.	Removed from rows used for Sunday services	James	5/7/20
	3.14 Remove or isolate children’s resources and play areas.	Done with rows of chairs used as barriers. See 3.15 below	Vivienne, Christine, William, James	21/6/20 V,C,W,J
	3.15 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).	Rows of chairs to be used as barriers, but signage also needed. Lots of barriers using spare rows of chairs, which are so arranged as to be unusable, and as a barrier to access. The remaining rows are at 2m spacing. See Figures 1 and 2 at the end. App. 2	Vivienne, Christine, William, James	21/6/20 V,C,W,J

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	3.16 Clearly mark out seating areas including exclusion zones to maintain distancing.	The whole back of the church blocked off with rows of chairs and tables. This forbids access to the kitchen and children’s area. As well this, the 2 entrances to the lady chapel are blocked.	Vivienne, Christine, William, James	21/6/20 V,C,W,J
	3.17 Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. People not arriving and leaving at the same time, so for distances purposes, doing this would make people get closer together, and so be counter-productive.	Only one entrance/exit, but numbers likely to be <30, so common sense of people can manage this one. However, arrows could be placed on the floor to encourage a ‘keep left’ system.	Vivienne, Christine, William, James	21/6/20 V,C,W,J
	3.18 Limit access to places where the public does not need go, maybe with a temporary cordon is needed.	Done with chair barriers and notices. See 3.15 and 3.16 above	Vivienne, Christine, William, James	21/6/20 V,C,W,J
	3.19 Determine placement of hand sanitisers available for visitors to use.	Dispenser installed by entrance, see Figure 3. Another by West door exit. Notice created and placed appropriately.	James and Christine	27/6/20 and 1/8/20 James
	3.20 Determine if temporary changes are needed to the building to facilitate social distancing	No shortage of space in our huge church! So, no changes to the building, but lots of changes to the placement of	Vivienne, Christine, William, James	21/6/20 V,C,W,J

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
		rows of chairs, as shown in Figures 1 and 2		
	3.21 Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc.	Suitable notices created and placed to see as entering and in church notice board.	Christine and James	July 2020
	3.22 Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes	This really only applies to the keyboards, and some door handles. See Section 6.3 below	Keyboard players	Continuous checking, never done.
	3.23 Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels.	At the Sunday service the toilet will be available and the materials required are there.	Valerie & Jerome	Continuous checking, never done.
	3.24 Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available.	At the Sunday service the toilet will be available and the materials required are there.	Valerie & Jerome	Continuous checking, never done.
	3.25 Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.		Valerie & Jerome	Continuous checking, never done.
<b>4) Use of the church for baptisms, weddings, funerals and commemorative services</b>	<p>4.1 Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place.</p> <p>Nothing specific for this done yet. Each occasion taken as it comes, e.g. one Baptism in September.</p>	<p>Advice on baptisms can be found <a href="#">here</a>.</p> <p>Advice on weddings can be found <a href="#">here</a> (scroll down to Can weddings go ahead?).</p> <p>Advice on funerals can be found <a href="#">here</a>.</p>	Done by the minister and church wardens prior to each event. Only required for one funeral and one baptism since	Done prior to each event.

Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
			lockdowns began.	
<b>5) Use of the church for permitted activities other than private prayer or worship.</b>	5.1 Consider the specific guidance in place for those activities and assess the additional controls and limits on attendance in place. Check that any external group using the church has COVID-secure working practices in place, including their own risk assessment where necessary, and will comply with what is required by the church.	All the guidance and protocols are given in our document “Performance Arts Guidance for Hirers of the Church”	Catherine and James. Done by event organisers, checked by wardens, at each event.	Sept. 2020 And prior to and during each event.
<b>6) Cleaning the church before and after general use (no known exposure to anyone with Coronavirus symptoms)</b>  <b>Risk:</b> Getting or spreading coronavirus by not cleaning surfaces, equipment and shared facilities.	6.1 If the church building has been closed for 48 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	Generally the church is in use Sundays only. However, this will need to be looked on a case-by-case basis if it occurs when other events are happening Sunday afternoon to Wednesday.	Church wardens	Noted
	6.2 If 48-hour closure is not possible then check all cleaners are not in a vulnerable group or self-isolating.	No cleaners or people on any rota to be in these categories in any case.		Done by default
	6.3 Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, shared equipment, toilets, and specify the frequency and level of cleaning and by whom.	One week between uses generally. Piano and organ keyboards have spray nearby, and are dealt with by anyone playing either instrument.	Any organ or piano player	Continuous
	6.4 Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.	Yes, this will be done. Place kept tidy.	Valerie and church wardens	Continuous

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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	6.5 Bibles/literature/hymn books/leaflets deemed essential for services should be quarantined for 48 hours after use.	Service books are needed, but are left untouched for a whole week.	Sidesperson, church wardens.	Continuous
	6.6 All cleaners provided with gloves (ideally disposable).	Yes. Box obtained from Screwfix. Left in choir vestry.	James	10/2/21
	6.7 Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned.	Yes		
	6.8 Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site.	Jerome and Valerie do this on Saturdays, but not every week.		Continuous
	6.9 Confirm the frequency for removing potentially contaminated waste (e.g. hand towels) from the site – suggested daily removal.	Monthly, as use of toilet will be extremely rare.		Continuous
<b>7) Cleaning the church after known exposure to someone with Coronavirus symptoms</b>	7.1 If possible, close the church building for 48 hours with no access permitted.	Yes, this will be possible		Done by default
	7.2 If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings.	It is possible		Done by default
	7.3 If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning.	Yes		Done by default

The parts that follow are NOT provided by the House of Bishops. They consists of risks and their mitigations that appertain to our particular situation

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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<p><b>8 Specific concerns relating to a communion service on Sundays at 10am.</b></p> <p><b>RISK. People move around the church, and may get less than 2m apart, albeit very briefly.</b></p> <p><b>Celebrant is very briefly just under 2m from almost everyone in the congregation.</b></p> <p>Note general mitigations after about mid-February: -                      Vast majority of congregation have had at least one vaccination.                      Usual celebrant has also been vaccinated.                      Any transgression of the 2m rule mitigated by masks and the fact that it would occur for a few seconds at most.</p>	<p>8.1 Possibility of virus transmission due to movement of people and breaking of 2m separation rule during distribution of communion.</p>	<p>Congregation to receive standing near bottom of chancel steps in the nave. Each person to stand at ‘two arm’s length separation’ from celebrant.                      Congregation to approach down centre aisle, and return by side aisles.</p>	<p>Janet or James to explain procedure at the beginning of the first service, and in subsequent weeks depending on numbers of new people.</p>	<p>Never completed, continuous</p>
	<p>8.2 Distribution of elements might pass virus. This could be via the celebrant’s hand. There is also the problem that the celebrant must be only about 1m from each person receiving, and also facing them.</p>	<p>Communion bread only.                      Celebrant to distribute with frequently sanitized hands                      Wafers covered during communion prayer.                      Wafers shaken out of container by celebrant during service, the communion wafer box NOT used. (Requires picking out, and handling to fill.) Wafers covered during communion prayer. Celebrant distributes communion wafers without words, and wears mask. Wafers dropped onto open hand – no contact.</p>	<p>Celebrant/                      Priest</p> <p><b>See Appendix 3</b></p>	<p>If celebrant not Peter B-L, then instructions carefully run through before service each week. See Appendix 3</p>

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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
	8.3 Singing can spread the C-19 virus. However, not if the singer is at least 4m away in an airy building, and singers are at least 2m apart, and not singing at each other.	No congregational singing. However, the organ can be played at helpful moments. Also, singing may be done by one person or a small choir from the chancel, for example, during communion.		n/a
	8.4 People must keep at least 2 m apart	Seating arrangement as shown in Figures 1 and 2 makes this simple. People sit at the ends of each row. People encouraged to stay seated for any post-service conversation., or converse outside – depending on national rules in force at the time.	Church-wardens, an ‘order in the church’ issue.	Never completed, continuous
	8.5 Our usual habit is to have two sidespersons greeting people as they arrive, and giving out service books. These two people spend ~15 mins quite close together. Obvious risk.	ONLY ONE SIDESPERSON on duty at each service.	Janet, who does the rota	Continuous
	8.6 For ‘Track and Trace’ a list of attendees should be kept for 21 days.	The one sidesperson keeps a register as people arrive. Also, QR code available for those who have suitable phones.	Sidesperson	Never completed, continuous

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Area of Focus	Controls required	Additional information	Action by whom?	Completed – date and name
<p><b>9 Travel to and from church. RISK. People having accidents in wintry weather in connection to and from church , with the possibility of ice on pavements etc. Problem of responsibility to reduce extra work for the NHS, and cut down on hospital visits. E.g. Jeremy Hunt MP breaking arm while exercising rashly.</b></p>	<p>09.1 At periods when there are high numbers in hospital with C-19, it is important that we don't take risks that might lead to someone being injured, even if only slightly, and end up having to go to A&amp;E. This area of focus will decline in importance as hospital occupancy with C-19 patients reduces, and the weather gets less wintry.</p>	<p>This will be another factor to consider when deciding whether or not to have services in church. Services certainly not to restart if roads and pavements icy.</p>	<p>Church wardens, in consultation with PCC</p>	

# All Saints Church, Highfield, Oxford

Appendix 1. These pictures show the church configuration as laid out by William, Christine, Vivienne and James on 14/6/20, and is little altered since then.



Figure 1. "New normal" arrangement of seats



Figure 2. Side view, showing 2m separation



Figure 3. Hand sanitizer dispenser in South Porch. Another by the West door, which is only used as an exit.

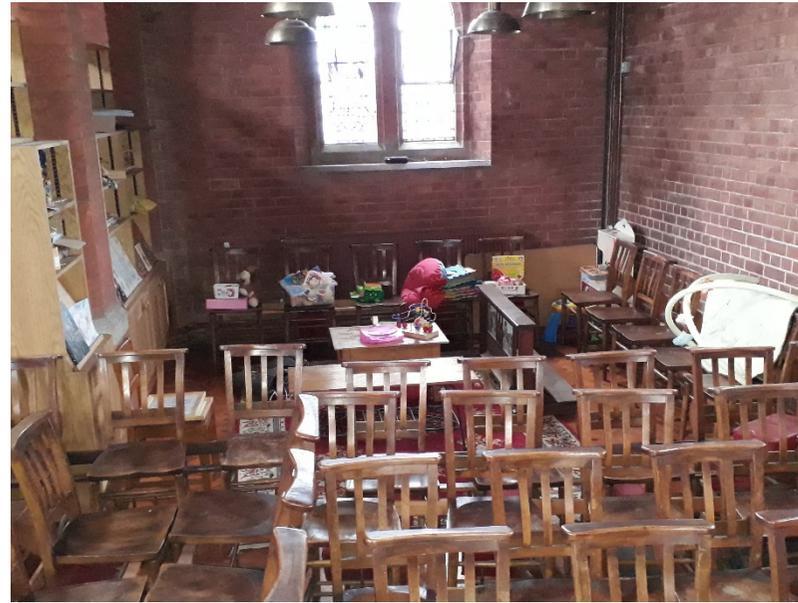


Figure 4. Indicative use of rows of chairs to block access. See Section 3.15. In this case it's the children's corner that is being blocked off.

# All Saints Church, Highfield, Oxford

Appendix 2 Indicative design of notices outside and inside the church. All are A4 size minimum.



All Saints'  
Church

**Please use door  
by ramp in All  
Saints' Road.**



[www.allsaintsheadington.org.uk](http://www.allsaintsheadington.org.uk)



All Saints'  
Church



**Please  
keep out  
of this area.**

[www.allsaintsheadington.org.uk](http://www.allsaintsheadington.org.uk)



All Saints'  
Church

**Please  
sit 2m  
apart.**



[www.allsaintsheadington.org.uk](http://www.allsaintsheadington.org.uk)



All Saints'  
Church



**KITCHEN IS NOT  
IN USE.**

[www.allsaintsheadington.org.uk](http://www.allsaintsheadington.org.uk)



All Saints'  
Church



**TOILET IS NOT  
IN USE.**

[www.allsaintsheadington.org.uk](http://www.allsaintsheadington.org.uk)



All Saints'  
Church

**Please use hand  
sanitiser before  
entering the  
church.**



[www.allsaintsheadington.org.uk](http://www.allsaintsheadington.org.uk)

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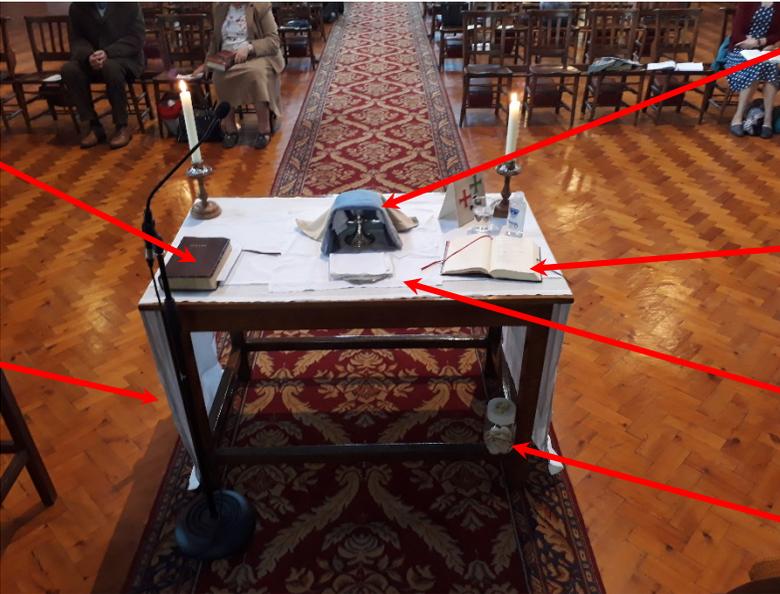
## Appendix 3 Altar and credence table set-up for 10am Holy Communion Service.

Celebrant, by tradition, reads the Gospel. Brings own Bible for doing so.

Note microphone position. This is the round base mic stand.

Note. **There are THREE microphones.** One for the lessons and prayers, one for the celebrant behind the altar, and one in the pulpit stand. The pulpit and reader microphone are interchangeable. All three must be put in the vestry at the end of the service. The sound system must also be turned on/off before/after the service.

Priest brings their own water bottle, to drink from and to use for 'oblutions'



Small chalice has wine poured in it BEFORE the service. (Priest only)  
Small paten has priests water on it.

Service book for collect. Ours can be used, as over 72 hours between services

Normal paten **covered at all times.**

Wafer box from vestry down here. Celebrant shakes out directly to paten after peace.

Hand sanitizer here AND on altar.

Note. The chalice and both patens are silver. Silver, along with some other metals like copper, kills the C-19 virus within seconds. This simplifies the handling of these items.



# All Saints Church, Highfield, Oxford



## Notes for Priest/Celebrant

- Thank you very much for your ministry to us.
- Please bring your own water bottle for drinking and for oblations.
- By tradition, the celebrant/preacher reads the Gospel and preaches, and should bring their own Bible.
- Before the service, please pour a suitable amount of wine into the chalice directly from the bottle in the vestry.
- Before the service, please take a priest's wafer from the box in the vestry, and place on pattern.
- Please use the microphone, so that you don't need to project your voice (shout) too much.
- Apart from reading the Gospel and preaching, the whole service is taken from the new temporary altar near the bottom of the chancel steps. You could preach from there as well if you prefer – rather than the pulpit.
- When praying the communion prayer, please make sure that the wafers on the pattern are covered with a cloth.
- Stand in front of altar to distribute communion wafers, which should be done with no words, at arms length, and wafer dropped into recipients outstretched hands. You must be wearing a mask at this point. The people will come down the central aisle one by one, and return down the side aisles.
- Please use the rather inelegant disposable purificator for wiping the chalice/pattern.