



Trinity Church Buxton Risk Assessment Form

Activity: Covid 19 - congregation returning to Sunday worship (i.e. Trinity Church as a place of worship.) <i>For Trinity as a place of work, please refer to the 'Return to work' risk assessment.</i>	
Assessment undertaken by: Kate Smith	Assessment seconded by: Nigel Reid
Date: 30/07/2020 (v1)	Review date: As and when Government advice/restrictions change (to be checked weekly by Venue Manager)
Person responsible for implementing: Kate Smith	Person responsible for review: Kate Smith

Section 1 of this Risk Assessment outlines the hazards and risks associated with the coronavirus pandemic.

Section 2 outlines our control measures to minimise the risks associated with the hazards and risks outlined in Section 1.

Section 3 includes any relevant Appendices.

Section 1: Hazards and Risks

Hazards associated with the coronavirus pandemic	Potential risks factors caused by hazards
1.1 Risk of infection/transmission of virus	<p>People can catch the virus from others who are infected in various ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets or aerosols from the nose or mouth when a person with the virus exhales, coughs etc • the virus can survive on surfaces for up to 72 hours • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth
1.2 Social distancing, working together and meetings	<p>A lack of 2m Social Distancing (without other mitigating factors) puts people within range of droplets or aerosols from the nose or mouth when a person with the virus exhales, coughs etc which can then be inhaled and risks virus transmission.</p>
1.3 Higher risk areas of the workplace	<p>Heavily used areas of the building are more likely to present an infection risk due to frequent touching of high contact surfaces/objects and because of the risk of aerosols remaining present.</p>
1.4 'Hot desking' and equipment sharing	<p>There could be increased risk of virus infection and transmission when hot desking or sharing IT equipment (e.g. photocopier).</p>
1.5 Extremely clinically vulnerable and clinically vulnerable people	<p>Some people may be greater risk from Covid-19 due to being either extremely clinically vulnerable and clinically vulnerable.</p> <p>Those who are extremely clinically vulnerable are those who were told to shield.</p> <p>Those who are clinically vulnerable include</p> <ul style="list-style-type: none"> • people aged 70 or over • pregnant women • those with certain underlying health conditions • those taking medication that can affect the immune system. • those who are very obese (a BMI of 40 or above) <p>For a full list of conditions, please click here.</p>
1.6 Health and wellbeing, including mental health issues and anxiety over returning to meeting together	<p>Anyone may get sick with coronavirus.</p> <p>Mental health may be affected due to lockdown, bereavement, and fears surround Covid-19.</p> <p>People may feel anxious about returning to congregational worship.</p>
1.7 Cases of possible on-site infection	<p>Where someone on site is showing symptoms of corona virus, there is a high risk of transmission.</p>
1.8 Premises access and travel	<p>Travel to and from the church building may lead to greater risk of transmission, especially if people need to use public transport to come to the church building.</p> <p>There is also greater risk of transmission if everyone attending a service arrives at the same time.</p>
1.9 Poor communication	<p>Transmission of the virus is more likely if people are unaware of what precautions they must follow.</p> <p>There is also false information being circulated, especially on social media, which may confuse people as to what the guidance is and how they should act in accordance with it.</p>
1.10 Managing return following overseas travel	<p>A failure to observe quarantine restrictions when returning to the UK may increase the likelihood of transmission if the person has caught the virus when overseas.</p>

Section 2: Control Measures

	Control measures	Further actions required
2.1 Prior to first service	<ul style="list-style-type: none"> a) Put all Bibles and multiple user items away. b) Building to be thoroughly cleaned using our normal cleaning products. c) Church family, staff and volunteers to be provided with copy of Return to Sunday Worship Risk Assessment, plus FAQs. d) An afternoon and evening Zoom meeting will be scheduled for people to ask any questions. This is to help reassure people that we are Covid secure and to give people a chance to be heard and to have their concerns addressed. e) Everyone that attends does so at their own risk and should consider their state of health and level of vulnerability before considering attending a physical service in the church building. f) Remind people that there will be no judgement or negative consequences if they choose not to attend due to health or anxiety related concerns. We will be providing a live stream from one service per week so people will be encouraged to join us online instead. g) All water systems will be flushed through in accordance with the 'Return to Work' risk assessment. 	<ul style="list-style-type: none"> • Support those who cannot or who are choosing not to attend physical services. (Growth Groups continue to have option to meet online. Pastoral Care team is also continuing to contact people.) • Put Bibles and other multiple user items in to storage. (Completed 31/07/20) • E-mail mailing list with Risk Assessment, FAQs and Zoom meeting details. Contact those on postal mailing list with Risk Assessment, FAQs and a note to let them know to telephone the church office if they have any questions. (Completed 24/08/20).
2.2 Terms for those attending a physical service	<ul style="list-style-type: none"> a) Anyone with symptoms of coronavirus must self-isolate in line with current government guidance and should therefore not attend physical services until the isolation period is complete. b) Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day that the first person becomes ill. They should therefore not attend physical services until the isolation period is complete. c) Anyone contacted by NHS Test and Trace should self-isolate as instructed and should therefore not attend physical services until the isolation period is complete. d) All Government and NHS guidance on what to do if you or someone in your household has symptoms should be followed. The guidance can be found here and here. e) If anyone develops symptoms within 2 days of having attended a service they need to inform the church office (in line with Government contact guidelines) and should not come to the church building. Support and practical help can then be arranged if required. f) If returning from overseas, any quarantine period set out by the Government must be followed. Anyone who has to quarantine following overseas travels should therefore not attend physical services until the quarantine period is complete. For more information on Travel Corridors and Quarantine, please click here. g) Face coverings are a legal requirement in Places of Worship unless an exemption applies. 	

	Control measures	Further actions required
2.3 Prior to any service	<ul style="list-style-type: none"> a) Whilst people are in the building, doors must be propped open so that fewer people need to touch the door handles. These must all be closed when the building is vacated to comply with our fire safety regulations. b) Steward will look to open main entrance door, upstairs lounge windows, upstairs toilet windows, middle door, hall door and hall windows to increase air flow and ventilation. If very windy or cold outside, only internal doors and windows should be opened to prevent a wind tunnel or people becoming cold. c) Clean high contact areas such as door handles, door push plates, light switches, hand rails, kettles and taps. Toilets also to be cleaned (including emptying bins and checking soap and hand towels). d) Steward to put out service sheets on chairs (sanitising hands before and after). They should also put out the welcome sign at the bottom of the drive and the guidance signage at the top entrance. e) The Venue Manager will check that there are no changes in Government guidance regarding Places of Worship. 	<ul style="list-style-type: none"> • Venue Manager to recruit and train stewards (ongoing). • Venue Manager to recruit Cleaning Manager. (Completed. EG appointed 08/08/20) • Cleaning Manager to recruit and train cleaners (ongoing).
2.4 Booking	<ul style="list-style-type: none"> a) Households will need to book places on EventBrite in advance in order to be able to attend the service. People who have no internet access will be able to book by phone and will be given priority. b) Booking for services will open on Monday and will close at 9.00am on Friday morning to allow seating plans to be created. c) People will be asked not to book if they have symptoms of Covid-19, live with someone showing symptoms or have been in contact with someone showing symptoms. d) Capacity will be limited to 14 household groups/social bubbles, plus the preacher, service leader, children's slot leader, Venue Manager/Steward and PA team. Meetings of more than 30 people are legally allowed for worship purposes. e) To reduce risk of transmission between different groups and generations, children's work will be run at one service which will create a natural separation of groups that may not mix ordinarily. Where possible, the same groupings of people will be maintained for services. Those classed as vulnerable will be encouraged to attend a service that does not have children's work, however, people attend a service at their own risk. 	
2.5 Travelling to and from a service	<ul style="list-style-type: none"> a) Where possible, people are encouraged to drive, cycle or walk. b) If people must use public transport, government guidelines should be followed. c) People should not travel to the church building in a car together unless they are from the same household or social bubble. Alternatively, they could walk to church building, as long as the group size and/or make up is in line with government guidance. d) If several people are entering and/or leaving the building at the same time, social distancing of 2m should be maintained. e) Hand sanitiser is available at both entrances/exits. 	
2.6 Arrival	<ul style="list-style-type: none"> a) People to queue in households and/or social bubbles at 2m intervals down drive. 2m intervals marked out on drive. b) Top gate closed with signage to direct people to main entrance to church drive. c) Signage at bottom of drive asking people to queue. d) Parking to be reserved for those who are disabled or have mobility issues. Everyone to be asked to use on street parking. e) People queuing to enter the building should be aware of those parking their cars on the car park and those leaving. f) Drivers should pull on and off the car park at minimal speed. 	<ul style="list-style-type: none"> • Put together welcome signage for bottom of drive. (Completed 17/08/20) • Put out distancing markers for queue. (Completed 30/08/20)

	Control measures	Further actions required
2.7 Entry to building	<ul style="list-style-type: none"> a) Signage at top entrance to ask people to wait until asked to enter building. b) A steward will welcome people in to the building one household and/or social bubble at a time. c) Everyone will be asked to sanitise their hands when entering the building. d) Any music being played prior to the service should be at a sufficiently low enough level for people to speak to each other without having to raise their voices. e) People should keep all their belongings with them. Coats should not be placed on coat hooks where others may need to handle them. 	<ul style="list-style-type: none"> • Put together guidance signage for top entrance. (Completed 17/08/20)
2.8 Seating plan	<ul style="list-style-type: none"> a) The venue manager will create a seating plan along with an attendance list should we need to assist NHS Test and Trace. Contact details are only needed for those not in the Church Directory. b) The steward will tick people off as they enter the building. c) Any visitors will be asked to provide names and contact details. Prior to this they will be given chance to read our Covid Privacy notice. They also will be informed that our normal Data Protection policy is available on our website. d) Test and Trace information will be kept for 21 days and then be permanently destroyed. e) Every second row will be closed to allow for social distancing. The social distancing plan can be found in Appendix 2. f) Specific seats may also be closed off to allow for social distancing. g) The steward will inform people where to sit and will ask them to do so quickly so that the next household and/or social bubble can be welcomed in. h) Rows will be numbered to allow people to find their seats easily and quickly. i) There are signs up around the building to remind people to social distance. j) The row of chairs nearest the upstairs lounge entrance will have a screen placed behind it. k) Fabric chairs will not be used again for at least 48 hours due to the difficulty in cleaning them. l) A row of chairs will be placed in front of the PA desk to prevent people from going within 2 metres of the PA operators. These are not to be sat on. m) The PA team will use fixed position or remote cameras to save a row being taken up by a camera operator. 	<ul style="list-style-type: none"> • Create numbered signs for rows of chairs. (Completed 31/07/20) • Print reversible signage for chairs: Row Closed/Chair closed for social distancing. This allows alternate rows to be used for different services on the same day. (Completed 31/07/20) • Put new folder in lockable filing cabinet for Test and Trace information. Mark each sheet of details with date that it will be destroyed. (Completed 27/08/20) • Put up screen behind row of chairs nearest lounge entrance and toilet queuing area. (Due to change in toilet system, this is no longer required. It would also be very unwelcoming.)

	Control measures	Further actions required
2.9 Service	<ul style="list-style-type: none"> a) Services should be concluded in the shortest reasonable time. b) Those leading the service should remind the congregation of the importance of social distancing and hygiene. c) No singing is to take place during the service, with the exception of a single vocalist behind a screen. Music played by instruments that are blown in to is also not allowed. d) Music may be played live (adhering to the above point and social distancing) or by way of audio or video recording. If people feel strongly about singing out loud, they are encouraged to watch the live stream service at home where singing is not an issue. e) Any sections of the service that are to be spoken by the entire congregation are to be done so at normal speech level volume. f) If service leader and preacher are different people, they will have their own separate lectern and separate microphones. g) Only the main area of the stage should be used (i.e. not the additional block at the front) due to those leading and preaching facing the congregation. h) Anyone else using the stage area during the service (e.g. reader, pray-er, children's slot) should maintain social distancing and take care not to touch items that have been touched by others. Those using the wooden lectern used for readings and prayers should sanitise their hands after using it. A bottle of hand sanitiser will be provided. i) If anyone needs to move around during the service (e.g. to use the toilets), they should maintain social distancing. j) Except in emergency situations, members of different households/social bubbles should maintain a distance of 2m from each other. k) If anyone becomes unwell with symptoms of Covid-19 during the service, they, and any members of their household, should go home immediately and be advised to follow the stay at home guidance. If they need clinical advice, they should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They should not visit the GP, pharmacy, urgent care centre or a hospital (except in an emergency). l) If running more than one service, the current service should finish in adequate time for people to leave the building safely, necessary cleaning to be completed and for the next group to enter the building safely. 	
2.10 Communion	<ul style="list-style-type: none"> a) Please see separate risk assessment. 	<ul style="list-style-type: none"> • Discuss with Minister and Associate Minister. (Completed) • Complete relevant Risk Assessment (Completed. Approved 21.09.20).
2.11 Financial giving	<ul style="list-style-type: none"> a) Cash donations will be discouraged. Where this is not possible, it will be collected in one basket. Those counting after the service should sanitise their hands before and after handling cash. b) Electronic donations will be encouraged, followed by donation by cheque as a second option where electronic donations are not possible. 	<ul style="list-style-type: none"> • Encourage church family to give electronically if possible. (Risk Assessment was circulated to church family) • Provide finance team with disposable gloves and sanitiser. (as and when required, a table will be set up for the Finance team inc. gloves and sanitiser.)

	Control measures	Further actions required
2.12 Leaving	<ul style="list-style-type: none"> a) The service leader will ask 2-3 rows at a time (depending on size of household groups) starting at the back. b) People will be reminded that they can sanitise their hands again when leaving if they wish. c) People will be reminded to maintain social distancing whilst on church premises. d) Once the service is over, those attending should be encouraged to move on promptly, to minimise the risk of contact and spread of infection. e) Those attending should limit their interactions with anyone they are not attending a service with, i.e. people should be encouraged to leave as soon as reasonably possible inc. not mixing outside. This is a consideration of reputation as much as of risk. From 14th September, if people wish to socially interact outside, it must be groups of no more than 6. f) A box will be provided by the exit for people to put their service sheets in if they don't wish to take them home. g) If people show symptoms in the following week, they should contact the church office so that i) we can offer support if required and, ii) we can deep clean the building. 	<ul style="list-style-type: none"> • Purchase box for disposal of service sheets (Completed 17/08/20).
2.13 After service	<ul style="list-style-type: none"> a) Post-service cleaning should be carried out after each service inc. cleaning the tops of chairs, high contact areas, lecterns, toilets and emptying all bins. Cleaning cloths should be used only once and then placed in a bucket to be washed. Those cleaning should wear gloves (either bringing their own or Trinity will provide disposable gloves). Those cleaning should thoroughly wash and sanitise their hands before and after cleaning. b) Sufficient time should be left between services to allow everyone to leave safely, cleaning to be carried out and, if applicable, a second group to enter the building safely. The longer the gap between services, the fewer aerosols remaining in the air. c) After the final service, all doors and windows should be closed. 	<ul style="list-style-type: none"> • Check cleaning supplies. (Completed 20/08/20)
2.14 PA	<ul style="list-style-type: none"> a) If members of more than one household are operating the PA system and web stream equipment, social distancing of 2m must be maintained. b) To remind people not to go too close to the PA team, a boundary line will be marked out on the floor with chairs. c) Radio microphones should be used by one person only, and then quarantined for 72 hours after use. d) Microphones on a stand can be used by multiple users. Users should be reminded not to touch the microphone or the stand. e) If running multiple services, PA operators should sanitise their hands before and after operating the system. f) The PA desk, laptop and web stream mouse and keyboard should also be cleaned after each service. g) Ideally, the same team should operate the PA for all services and then the system should be quarantined for 72 services. 	<ul style="list-style-type: none"> • Mark out distancing line with chairs. (Completed 17/08/20)
2.15 Toilets	<ul style="list-style-type: none"> a) If queuing for toilets, social distancing should be observed. 2m markers are marked on the floor. b) People should follow the one in, one out system when using the toilets (entering via the door at the back of the main meeting room), with the exception of wheelchair users who need to enter via the lounge. c) Hand washing instruction posters are displayed in every toilet. d) People should sanitise their hands before entering the toilets and again afterwards. e) Due to the intermittent use of the building, signage will be displayed informing people that cleaning takes place after each use of the building. This is in place of a cleaning schedule. 	<ul style="list-style-type: none"> • Set up Sanitiser station by entrance/exit to toilets. (Completed 23/08/20) • Update toilet signage. (Completed 17/08/20)

	Control measures	Further actions required
2.16 Kitchen and refreshments	<ul style="list-style-type: none"> a) Only one person/household should be in a kitchen at one time due to the limited amount of space and inability to social distance. There is a sign on the door to remind people of this requirement. During services, only stewards should enter the kitchen. b) People should sanitise their hands prior to entering the kitchen. c) In kitchens, everyone should make sure that hands are dried on paper towels and not the tea towels. d) Hand washing instruction posters are displayed in the upstairs and downstairs kitchens. e) The 'Clean as you go' system should be followed in both kitchens. f) No refreshments will be served after the service at present as guidance states that "Services should be concluded in the shortest reasonable time". Refreshments would also need to be served at tables with 'waitress' service. g) People may bring drinks with them if they wish. Their mugs/bottles must be taken home with them afterwards. 	<ul style="list-style-type: none"> • Set up Sanitiser station by kitchen entrance/exit (Completed 17/08/20).
2.17 Children and young people (when in the service). For children's and young people's groups, please see the specific risk assessment.	<ul style="list-style-type: none"> a) Parents are responsible for making sure that their children follow the guidance set out in this risk assessment. b) Whilst in the service, parents are responsible for supervising their own children. At this point, we are unable to offer a creche provision. 	<ul style="list-style-type: none"> • Discuss children's work with Children's Worker and complete relevant Risk Assessment/s (Completed 20/08/20).
2.18 Church office	<ul style="list-style-type: none"> a) Where possible, staff and volunteers will not hot desk. If hot desking is required, work areas are required to be cleaned and disinfected prior to being used by someone else (follow the 'Clean as you go' system). b) If equipment is being shared, it should be cleaned and disinfected before being used by someone else. c) Temporary desk space can be set up in the hall or downstairs lounge if required (e.g. for the Finance Team and the minister). These would only be used by the person/people they are set up for. When going to the hall, people should not pass on the stairs. Instead, one person should wait whilst the other person comes up or goes down the stairs. There are signs at the top and bottom of the stairs to remind people of this requirement. d) Due to the size, we recommend that only one person/household should be in the church office at one time. There is a sign on the door to remind people of this requirement. 	<ul style="list-style-type: none"> • Set up temporary desks for Finance Team and others that require it (as and when required).
2.19 Caring for those classed as Extremely Clinically Vulnerable or Clinically Vulnerable	<ul style="list-style-type: none"> a) Online services and the Covid postal mailing list will continue to be provided for those who do not wish to attend a physical service. b) Those who are remaining at home because they are choosing to self-isolate or who are choosing not to attend due to health concerns should be contacted regularly to ensure they do not feel isolated. c) People in this group who choose to attend physical services do so at their own risk. 	
2.20 Hygiene	<ul style="list-style-type: none"> a) Hand sanitiser stations are positioned in various places around the building. b) Cover mouth and nose with a tissue when coughing or sneezing, put used tissues in bin straight away and thoroughly wash hands. If tissues are not available, cough or sneeze in to the crook of your (sleeved) elbow. c) Remind staff, volunteers and congregation not to touch their faces. 	

	Control measures	Further actions required
2.21 Cleaning following a suspected case of Covid-19	<ul style="list-style-type: none"> a) There are posters displayed around the building to remind people of the symptoms and what to do if they are showing any. b) There are signs on both main entrances to remind people to stay if they have symptoms, or have been close to someone with symptoms. c) Where a person shows symptoms of coronavirus, they will be asked to go home immediately and asked to follow government guidance. d) Anyone that has needed to be within 2 metres for a period of time of the person showing symptoms will also be asked to go home immediately and asked to follow government guidance. e) Upon possible infection, all areas that a symptomatic person has been in need to be deep cleaned. If this is not possible, it should be completely vacated for 72 hours to allow the virus time to die on any contaminated surfaces or items. f) Public areas that a symptomatic has spent minimal time in should be thoroughly cleaned as normal. g) Cleaning staff should use disposable cloths and cleaning solutions that will kill the virus e.g. bleach spray. They must also wear appropriate protective equipment e.g. gloves, face masks, eye protection (this is available from the Church Office). All cloths should be double bagged and left for 72 hours prior to being washed. h) Waste from cleaning of areas where possible cases have been should be double bagged and held in a secure place for 72 hours before being disposed of in the black wheelie bins. i) Those who are showing symptoms, those who have shown symptoms or those who have been in contact with someone who has had symptoms in the last 14 days will not be allowed on site. 	
2.22 Fire Safety	<ul style="list-style-type: none"> a) Weekly checks, monthly checks and bi-annual servicing of our fire alarm system has continued throughout lockdown. b) Fire extinguishers have remained in place and will be serviced on their normal annual service date. c) Covid specific Fire evacuation policy detailed in Appendix 4. 	
2.23 Safeguarding	<ul style="list-style-type: none"> a) All our normal Safeguarding procedures and practices will continue as normal. For more information, please speak to a member of the Trinity Safeguarding Team. 	
2.24 Data Protection	<ul style="list-style-type: none"> a) We will continue to comply with GDPR legislation in our handling, storage and use of people's personal data. b) We will follow the government template Covid specific privacy notice regarding the collecting of details for Test and Trace. A notice will be displayed so that people are informed of the privacy notice details. c) When booking, people will be informed about the privacy notice. People will be asked to consent to us using their data in the ways outlined in the Covid privacy notice. d) With regards to the live stream, consent will be gained for those happy to appear on it. 	<ul style="list-style-type: none"> • Print and display Covid Privacy notice (Found in Appendix 1). (Completed 17/08/20)

Full Government guidance for Places of Worship can be found [here](#).

Church of England guidance regarding Covid-19 can be found [here](#).

Section 3: Appendices

Appendix 1: Privacy notice



COVID PRIVACY NOTICE (DATA PROTECTION)

In order to support the NHS Test and Trace programme, we are taking contact details (name and telephone number) for all visitors, as well as recording times entering and leaving Trinity Church Buxton.

In line with guidance issued by the Department for Health and Social Care, we will keep your details safely and in compliance with GDPR legislation for 21 days before securely disposing of them. We will only share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use your details for any other purposes or pass them on to anyone else.

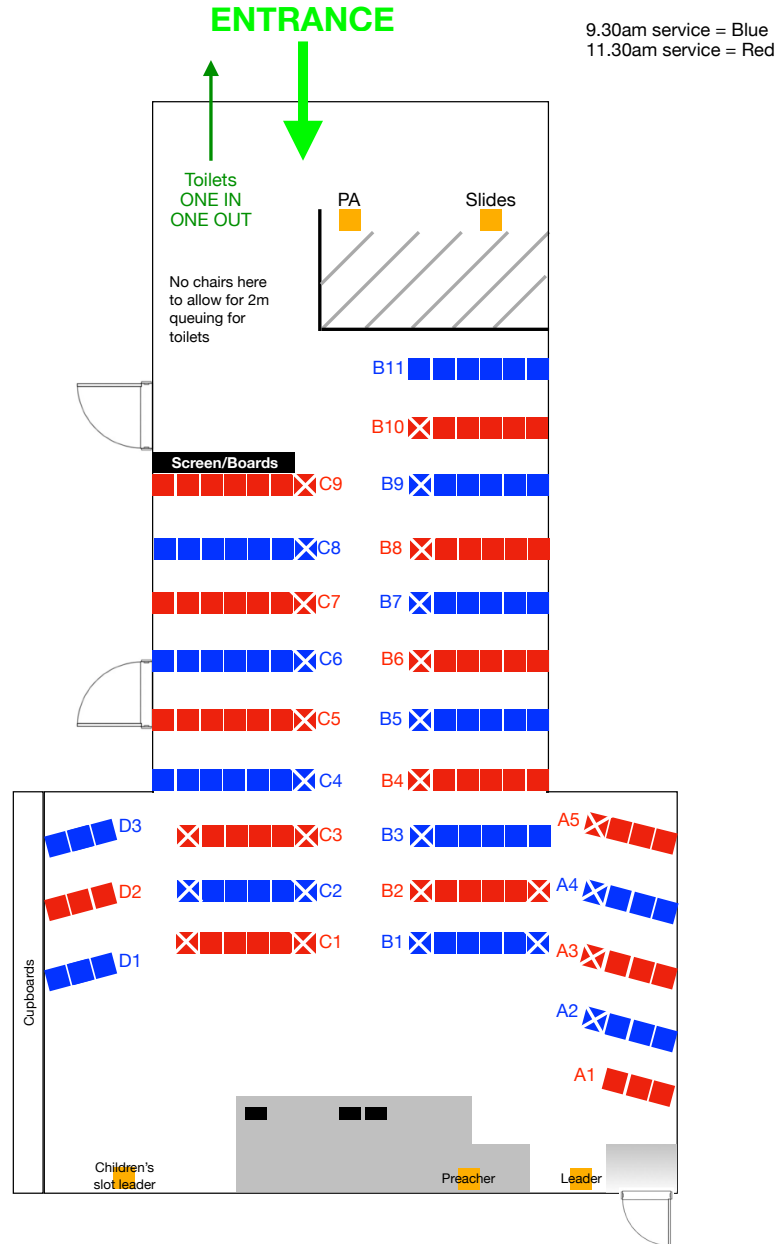
When booking, you will be given the option to give consent for your details to be used in the ways listed above.

If arriving without pre-booking, the steward will ask if you consent to your data being used in the ways outlined above.

Thank you for your understanding.

Appendix 2: Social distanced seating plan

Seating plan



Appendix 3: Cleaning Schedule

Cleaning Manager: Elizabeth Gilmour.

Routine weekly cleaning

- Vacuuming upstairs and downstairs
- Dusting upstairs and downstairs
- Mopping kitchens and toilets (upstairs and downstairs) and hallway (downstairs only)
- Cleaning glass in doors

Covid-specific cleaning

TEAM 1: Prior to first service of day (approx 15 minutes for 2 people)

- Quick wipe down of tops of chairs (upstairs)
- Quick clean of high contact points (all upstairs and all downstairs)
 - door handles
 - light switches
 - stair hand rails (inside and outside)
 - taps, flush buttons, soap and hand towel dispensers in toilets
- If necessary, replace/fill up toilet rolls, hand towels and hand soap (all upstairs and all downstairs)

TEAM 1: In between services (approx 30 minutes for 2 people)

- Thorough wipe down of tops of chairs (all upstairs only)
- Thorough clean of high contact points (all upstairs only)
 - door handles
 - light switches
 - outside hand rail
- Clean all open toilets (upstairs only) inc. taps, flush buttons, soap and hand towel dispensers, sinks, toilets, empty bins

TEAM 2: After final service (approx 30 minutes for 2 people)

- Thorough wipe down of tops of chairs (all upstairs)
- Thorough clean of high contact points (all upstairs and all downstairs)
 - door handles
 - light switches
 - stair hand rails (inside and outside)
- Clean all open toilets (all upstairs and downstairs) inc. taps, flush buttons, soap and hand towel dispensers, sinks, toilets, empty bins

Normal cleaning products should be used for all the above.

A clean cloth should be used each time (including using a separate cloth for cleaning toilets).

After cleaning, used cloths should be placed in the bucket by the upstairs fire exit or in the downstairs open toilet.

Disposable gloves and aprons will be provided if people wish to use them. We recommend wearing gloves. Face masks are optional.

TCB Covid Fire Evacuation Procedure

Principles and Information

In the event of a fire...

- Anyone discovering a fire should raise the alarm by breaking the sensor glass.
- Evacuation of the building should be immediate.
- Every alarm should be treated as a real fire.
- Only tackle a fire if it is safe to do so and you are accompanied.
- No person should take unnecessary risks.
- All people are to wait at the Fire Assembly point until the fire officer or nominated other announces that it is safe to re-enter the building.

Fire exits and break-glass units are located:

- by the main front door
- by the upstairs fire exit (end of corridor by kitchen)
- by the bottom door
- by the downstairs fire exit (in the small downstairs lounge)

Fire assembly point is at the top of Trinity

Passage (so as not to block the way for any emergency service vehicles). Turn left out of the top gate and walk up the passage towards Silverlands. All people are to wait here until the fire officer or nominated other announces that it is safe to re-enter the building.

If you have a car, please do not double park in the car park as this would prevent access for the emergency services.

Responsibilities

Steward

- Please make sure that the bottom door is unlocked prior to the start of the service.
- You are responsible for the evacuation of the main meeting room. Depending upon where the fire is, people should be evacuated by the nearest safe fire exit. If the fire is downstairs, the people in the front rows should be evacuated first via the main upstairs entrance.
- Nominate someone to call the fire brigade (unless it is a pre-arranged fire drill).
- Nominate a person/people to do a check of upstairs and downstairs (including toilets), assuming it is safe to do so.
- When everyone has exited the building, check everyone off against the booking list. Cross check your list with Trinity Kids and Pathfinder leaders to ensure that everyone is out of the building.
- You must liaise with the fire service when they arrive and report any unexplained absence from the register, plus confirm that the building has been 'swept'.
- No-one should re-enter the building until you (or a nominated other) confirm it is safe to do so.

Wardens/Staff/Growth Group leaders

- You will act as ushers to assist in the evacuation and ensuring that the less able bodied are assisted. You can nominate others to assist in this.
- Make sure that the upstairs doors are held open allowing for a quicker evacuation. You can nominate someone else to do this.
- If possible, a warden/staff member/Growth Group leader (or nominated other) should be on duty at each door to ensure no-one re-enters the building. The fire officer (steward) will confirm when it is safe to re-enter the building.

Trinity Kids and Pathfinder leaders

- Take a register for the group at the beginning of each session. In the event of a fire, you need to know that all of your group is out of the building safely.
- In the event of an alarm, please take your group and register out to the fire assembly point via the nearest safe exit.
- Please check that all children on your register are with you before allowing children to return to their parents/carers.
- Report any missing children to the fire officer (steward) immediately. If none are missing, please confirm with the fire officer that all children in your group are accounted for.
- All people are to wait at the Fire Assembly point until the fire officer (steward) or nominated other announces that it is safe to re-enter the building.

Everyone else

- Please make your way out of the building via the nearest safe exit to the fire assembly point in a calm and orderly fashion, assisting those with children and those who are less able bodied where possible, without putting yourself in any danger. It is permissible to abandon social distancing in an emergency.
- Parents/carers: If your children are in Trinity Kids or Pathfinders, please allow them to be checked off on the register with their group leader before they return to you.
- All people are to wait at the Fire Assembly point until the fire officer (steward) or nominated other announces that it is safe to re-enter the building.

Appendix 5: Steward tasks list

9.30am service (Arrive at 9.00am)

Before service

- Prop open internal doors (back of main meeting, corridor, door by upstairs kitchen, kitchen, large door in to lounge, middle door by church office).
- Open upstairs lounge and upstairs toilets windows.
- Open downstairs hall windows.
- Ensure that downstairs main entrance is unlocked.
- Put out A frame sign at bottom of drive.
- Put out flipchart board with signage by upstairs front exit.
- Close metal gate at top of drive and put out sign on (facing Trinity Passage).
- Replace any missing queue stripes. (Tape and scissors behind signage on table in foyer.)
- Check that hand sanitiser is available in the foyer and by upstairs toilets.
- Check that service sheets are laid out on chairs.
- Get Track and Trace list from office.
- Turn on speakers in foyer (on cable and at plug).

Welcoming

- Invite people in one household at a time.
- Ask them to sanitise their hands.
- If anyone isn't wearing a face covering, offer them one.
- If necessary, ask people to keep all their personal belongings with them.
- Direct people to their seats.
- If any visitors arrive that haven't pre-booked (and if there is space), ask them for contact details as part of Test and Trace. Ask them to read the Covid Privacy Notice. Let them know where toilets are etc.
- If anyone arrives after the service has started, show them to their seat during the first song.

During service

- Sit in foyer and listen to service.
- When it's time for Trinity Kids and Pathfinders to go to their groups, start at the back and let them out one household at a time.
- If any children or young people show symptoms during the service, a children's or youth leader will ask you to get their parents.
- During final song, let Pathfinders and Trinity Kids know that the service is nearly over.

After service

- Put out recycling box for service sheets
- Let people know what to do with their service sheets.
- Let people out a row at a time.
- Encourage people not to congregate on the drive if necessary.
- Return Test and Trace list to Church Office.
- Turn over notices on chairs ready for 11.30am service (leaving red rows open).
- Clean brown chairs in upstairs lounge and put signs back on sofas and brown chairs.

11.30am service (Arrive at 11.00am)

Before service

- Ensure that downstairs main entrance is unlocked.
- Check that hand sanitiser is available in the foyer and by upstairs toilets.
- Check that service sheets are laid out on chairs.
- Get Track and Trace list from office.

Welcoming

- Invite people in one household at a time.
- Ask them to sanitise their hands.
- If anyone isn't wearing a face covering, offer them one.
- If necessary, ask people to keep all their personal belongings with them.
- Direct people to their seats.
- If any visitors arrive that haven't pre-booked, ask them for contact details as part of Test and Trace. Ask them to read the Covid Privacy Notice. Let them know where toilets are etc.

During service

- Sit in foyer and listen to service (or sit in main service if there are spaces free).

After service (make your way to the foyer during the final song)

- Put out recycling box for service sheets
- Let people know what to do with their service sheets.
- Let people out a row at a time. Encourage people not to congregate on the drive if necessary.
- Return Test and Trace list to Church Office.
- Turn over notices on chairs ready for 9.30am service next week (leaving blue rows open).
- Once everyone has left, empty service sheet box in to brown wheelie bin at bottom of drive.
- Bring in flipchart and leave in foyer.
- Bring in A frame board and leave in corridor room downstairs.
- Bring sign in from metal gate at the top of the drive.
- Turn off speakers in foyer (on cable and at plug).
- Close all doors and windows.
- Check downstairs hall windows are locked.
- Check round building to ensure that all windows and doors are closed.
- Check that downstairs main entrance (inc. bottom lock) and upstairs main entrance are locked when everyone has left (or ask whoever will be last out to do this).

* Stewards also need to read and be ready to implement the 'Unwelcome and Aggressive visitors' risk assessment and the guidelines on helping the homeless.

Updates

v2, 17/08/20

- Update: Cleaning schedule added to Appendix 3.
- Addition: Appendix 5: Steward tasks list.

v3, 10/09/20

- Update: 2.12e. Groups sizes socially interacting updated to reflect 14th September 2020 legislation update.
- Update: Appendix 2, Social distancing plan updated to reflect group sizes attending services.
- Update: Appendix 5: Steward tasks list updated.