



Activity: All Trinity activities and external hirers using our premises in Step 4 of Government Covid roadmap (post-19th July 2021) v2	
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Date: 3rd September 2021	Review date: 1st October 2021
Person responsible for implementing: Kate Smith	Person responsible for review: Kate Smith

Covid restrictions Step 4 Risk Management Plan

The risks associated with Covid-19, although lessened by the vaccination programme and restrictions, still remain for us as a church family and for those that use our premises, especially as more people begin to meet again in larger groups without the requirement for social distancing. Government guidance has shifted from legal restrictions to personal responsibility, however, as an employer and a 'business', Trinity Church Buxton still has legal obligations with regards to Health and Safety, of which Covid-19 guidance is now part. This risk management plan now forms part of our general H&S risk assessment. We encourage all those attending any meeting or group at our premises to consider carefully the guidance and to act with the needs of others as more important than their own. Some are still anxious and we want to make it as easy as possible for as many as possible to return to meeting with us. The NHS has advice for those who are coping with anxiety about coming out of lockdown.

Area	Further details
Test and Trace	<ul style="list-style-type: none"> • Booking for services is no longer a requirement, but attendees may check in on the NHS Test and Trace app if they would like to. • QR codes will continue to be displayed by both entrances.
Social Distancing	<ul style="list-style-type: none"> • Social distancing is no longer required however you should continue to consider the risks of close contact with others, particularly if you are clinically extremely vulnerable or not yet fully vaccinated. • For those who would like to remain socially distanced, sections of church will left spread out. People to contact Church Office to 'book' a socially distanced place. • Queuing by household to enter is no longer required. • Limits on social contact have been removed, so there are no restrictions on how many people can meet in any setting, indoors or outdoors.
Face coverings	<ul style="list-style-type: none"> • Face coverings are no longer required by law. Published guidance advises that wearing a face covering will reduce your risk and the risk to others, where you come into contact with people you don't normally meet in enclosed and crowded spaces. • In light of government guidance, we will encourage people to continue to wear face coverings. • Spare face coverings will continue to be available in the upstairs foyer for those that would like them but have not brought one.
Hand sanitiser	<ul style="list-style-type: none"> • Bottles of hand sanitiser will remain in place at various points throughout the building for those who would like to use it when entering and/or leaving the building, but this will not be mandatory.
Covid cleaning	<ul style="list-style-type: none"> • The government continues to recommend cleaning surfaces that people touch regularly. We recommend that each group (both internal and external groups) cleans touch points prior to their group meeting. • With regards to Sunday service, touch points will be cleaned after the service. • In the event of someone testing positive after attending a meeting or group, we will do a thorough clean of the building or place the building in quarantine for 48 hours.

Area	Further details
Sunday services stewarding, welcoming and cleaning rota	<ul style="list-style-type: none"> Growth groups have now returned to the Set up rota which incorporates the stewarding, welcoming and cleaning tasks. A full list of these tasks is available from the Church Administrator.
Welcomers	<ul style="list-style-type: none"> Welcomers will be stationed on the internal foyer doors to give out service sheets, direct visitors to toilets etc.
Service sheets	<ul style="list-style-type: none"> Service sheets will be given to people as they arrive.
Chairs layout	<ul style="list-style-type: none"> See point above on Social Distancing. Normal chairs layout to return at beginning of September 2021 if infection rates make this possible/wise.
Live music and singing	<ul style="list-style-type: none"> Live music and congregational singing can return as per government guidance. Singers and those playing blow instruments will be kept at least 2m away from the congregation and will not be face on to the congregation. We recommend that music groups are kept to 4 members to allow space for social distancing.
Creche	<ul style="list-style-type: none"> We aim (but cannot guarantee) to have a manned creche from September 2021. Further recruitment is needed of creche leaders. Over the summer, parents may take their children in to the lounge but will be responsible for supervising their own children.
Children's and Youth groups	<ul style="list-style-type: none"> There are no longer any limits on group sizes for groups involving children or young people. Consistent groups/'Bubbles' are no longer a requirement. We ask that children or young people with symptoms of Covid19 do not attend any group meeting on our premises. We reserve the right to refuse the child's attendance in order to protect other group members, staff and volunteers. Full guidance on Out of School Settings can be found here.
Communion	<ul style="list-style-type: none"> Communion will continue as it has throughout Covid - please see separate risk assessment.
GDPR and web streaming	<ul style="list-style-type: none"> Due to having no booking system, people will choose where to sit. Seats that can be seen on the web stream will be marked so that people can choose to sit in those places or not, depending on whether they are happy to be seen online. Public live stream will be reviewed in regards to data protection in September.
Refreshments	<ul style="list-style-type: none"> Serving of refreshments after the service (in some form) is planned (but not guaranteed) to return from the first Sunday in September 2021.
Mingling	<ul style="list-style-type: none"> People will be encouraged to mingle outside rather than inside.
Trinity as a place of work	<ul style="list-style-type: none"> Employees will no longer be encouraged to work from home. 'Coronavirus: how to stay safe and help prevent the spread' guidance provides examples of sensible precautions that employers can take to reduce risk in their workplaces.
Self-isolating or feeling unwell	<ul style="list-style-type: none"> Those who are self-isolating or unwell should not attend any setting at Trinity to avoid passing on any illness to others. Anyone displaying Covid-19 symptoms should self-isolate straight away and get a PCR test. If you test positive, it remains law that you must self-isolate for 10 days from the the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. It remains a legal requirement for people to self-isolate if they are told to do so by NHS Test and Trace (with the exception for under 18s as detailed below). From 16th August, if you have been fully vaccinated you will be exempt from the requirement to self-isolate if you are a contact of a positive case. You will instead be advised to take a PCR test as soon as possible. You will also be exempt from self-isolation from 16th August if you are under 18 and a contact of a positive case. As with adults, you will be advised whether a PCR test needs to be taken. If you are 18 years old you will be treated in the same way as under 18 year olds until 4 months after your 18th birthday, to allow you the opportunity to get fully vaccinated. If you test positive you will still need to self-isolate regardless of your vaccination status or age. Even if you show no symptoms, you can still choose to take a twice weekly lateral flow tests to check that you do not have Covid 19. Test kits can be ordered here.

With the new emphasis on personal responsibility, the Government has set out how the following behaviours are beneficial:

- Meeting in well-ventilated areas where possible, such as outdoors or indoors with windows open.
- Wearing a face covering where you come into contact with people you don't normally meet in enclosed and crowded spaces.
- Washing your hands with soap and water or using hand sanitiser regularly throughout the day.
- Covering your nose and mouth when you cough and sneeze.
- Staying at home if unwell, to reduce the risk of passing on other illnesses onto friends, family, colleagues, and others in your community.
- Considering individual risks, such as clinical vulnerabilities and vaccination status.

Further Government guidance can be found here:

- <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>
- <https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/covid-19-response-summer-2021>
- <https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread>

Covid restrictions Step 4 Outbreak Management Plan

- 1. In the event of one person/household testing positive after attending a group or service on our premises:**
 - People should contact us so that we can do a thorough clean of the affected area/quarantine the building for 48 hours..
 - Our details should be given to the NHS Test and Trace scheme for contact tracing purposes.
- 2. In the event of several people/households testing positive after attending a group or service on our premises (not within the 14 day setting related outbreak period):**
 - Depending on the number and frequency of infections, we reserve the right to return to having mitigating factors in place such as social distancing, wearing face coverings, using hand sanitiser on arrival and an increased cleaning schedule.
- 3. In the event of a local outbreak or an outbreak in our setting (several confirmed cases within 14 days):**
 - If we have several confirmed cases in our setting within 14 days we will contact the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required.
 - In the event of a localised outbreak or an outbreak in our setting, we may be advised that social distancing and other additional measures, for example the wearing of face coverings, should again be put in place.

Appendix 1

Instructions for serving refreshments at Sunday services

As we still need to consider Covid guidance, here is the information you need for serving refreshments at the moment:

- Those preparing and serving refreshments should wear face coverings and wash their hands thoroughly before beginning any preparations.
- Only those involved in preparing and serving refreshments should enter the kitchen.
- Surfaces should be wiped before preparations begin and after serving has ended, inc. the small hatch where people collect their drinks from. Cleaning sprays and cloths can be found in the right hand cupboards in the lounge.
- Servers should make drinks for people inc. adding milk and sugar so as to avoid multiple people handling items. It's easiest to make numerous teas and coffees at the same time and have them on the hatch ready so that people can just take one and move on quickly.
- Any towels or cloths used should be placed in the bucket by the upstairs fire exit for washing.
- For the time being, we'll use disposable cups and won't have biscuits. A bin will be placed outside for people to put their empty cups in.
- Please be prepared to ask people not to linger at the hatch.
- People will be asked to queue in an orderly manner to collect their drinks.

- Parents will be asked to collect drinks for their children so may require use of a tray. Any trays used will need disinfecting after use. For children's drinks, please make some cups of blackcurrant squash and some cups of orange squash.
- Drinks will be served from the small hatch so that people can collect a drink on their way outside.
- Anything that needs washing after coffee time has ended should be washed in hot water with plenty of washing up liquid. Anything that has been washed can be left in the dish rack to air dry as this is more hygienic (Kate will put everything away on Monday).

Other groups should follow these instructions in the way that they apply to their groups. Where groups are sat around tables, we have suggested table service, with those 'waitressing' wearing face coverings. We have suggested that any groups serving snacks or cakes should serve these with tongs, or have individually wrapped snacks/cakes.

Updates

v2 updates, 03/09/21

- Stewarding and welcoming information updated to reflect a return to the Growth Groups set up rota
- Appendix 1 added re: serving refreshments