

Activity: All Trinity activities and external hirers using our premises in Step 4 of Government Covid roadmap (post-19th July 2021) v3	
Assessment undertaken by: Kate Smith	Assessment seconded by: Nigel Reid
Date: 4th October 2021	Review date: 1st November 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
1. 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.
2. 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.
3. 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.
4. 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.
5. 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
6. 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.
7. 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.
8. Service sheets	<ul style="list-style-type: none"> Service sheets will be given to people as they arrive.
9. Chairs layout	<ul style="list-style-type: none"> See point above on Social Distancing. Normal chairs layout to return at a suitable date in the future if infection rates make this possible/wise.
10. 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. There is no limit on numbers of musicians, but music team leaders should base the size of their group on factors such as age, desire to remain socially distanced, how many singers/blown instruments etc.
11. Creche	<ul style="list-style-type: none"> Further recruitment is needed of creche leaders. Parents may take their children in to the lounge but will be responsible for supervising their own children.
12. 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.
13. Communion	<ul style="list-style-type: none"> Communion will continue as it has throughout Covid - please see separate risk assessment.
14. 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. Cameras have been moved so that vast majority of congregation cannot be seen even when moving around.
15. Refreshments	<ul style="list-style-type: none"> Serving of refreshments after the service to follow guidance in Appendices.
16. Mingling	<ul style="list-style-type: none"> People will be encouraged to mingle outside rather than inside.
17. 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.

Area	Further details
18. 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.

Appendix 2

Still Waters / Cake and Company Guidance

- Informing volunteers and members that they attend at their own risk and should consider their own risk factors before committing to attending.
- Asking those who feel unwell to stay at home (whether members or volunteers).
- Cleaning frequently touched surfaces regularly (and following the Cleaning Schedule for groups using the hall - cleaning touch points etc before your group begins).
- Ensuring good ventilation (opening windows and propping open internal doors).
- Face coverings are recommended in crowded areas (unless people are exempt). At Trinity, we are recommending that people wear face coverings when meeting, but it is down to personal choice.
- Asking people to sanitise their hands esp. before eating/drinking or after coughing/sneezing. (Boxes of tissues on each table so that they're readily available/)
- Asking members and volunteers if any of them would like a socially distanced spot at the cafe before attending.
- People no longer have to check in for Test and Trace, but can check in on the app if they want to. The QR code is displayed as people arrive. If people want to check in manually, they can just give their name and contact to the group leaders.
- Live musicians - if there are singers or those playing brass/wind instruments, ask them to stand at least 2m away from anyone else and not to be face on to anyone.
- At this point, if a large number of those attending the cafe are not wearing face covering, discourage the whole group joining in with any singing.
- Because some attending may be classed as clinically vulnerable, it would be wise not to have children's groups visiting for the time being. This can be reviewed in the future depending on Covid rates in schools and what the current guidance is.
- Table tennis: there are plenty of bats, so anyone wanting to play could be given their own. If necessary these could be wiped down before being given to someone else.
- The Venue Manager will continue to monitor infection levels locally, and things may have to change things as we go along if rates increase dramatically
- The guidance for those who are extremely clinically vulnerable (those who were asked to shield) can be found here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- Leaders may want to take the twice weekly lateral flow tests if they want the reassurance for themselves that they are now spreading the virus is they unknowingly had it.
- There are no legal limits on how many people can meet and legal requirements for social distancing no longer apply. But how crowded the hall gets may affect what activities you can and can't offer and some members or volunteers may want to continue to socially distance so it would be good to be able to make that possible.

Refreshments (adapted from Sunday morning instructions):

- Those preparing and serving refreshments should wear face coverings and wash their hands thoroughly before beginning any preparations
- Only those involved in preparing refreshments should enter the kitchen.
- Effectively it would be 'waitress' service i.e. one or two people taking drinks out to tables.
- Surfaces should be wiped before preparations begin and after serving has ended, inc. the small hatch where people collect drinks from. Cleaning sprays and cloths can be found in the cleaning cupboard in the disabled toilet.
- Servers should make drinks for people inc. adding milk and sugar so as to avoid multiple people handling items. (or give people a plastic cup with a spoon and sugar sachets in that is just for them)
- Any towels or cloths used should be placed in the bucket in the disabled toilet for washing.
- Please be prepared to ask people not to linger at the hatch.
- For Sunday coffee time, we'll be using disposable cups but I realise that probably doesn't work for your group. Let's go for proper mugs and then they can be washed in the dishwasher afterwards.

Cakes/biscuits

2 options:

- 1) Buy individually packaged cakes and give everyone one on a plate.
- 2) Whoever is serving drinks could bring round cakes (probably something like cupcakes) and use tongs to put one on a plate for anyone that wants one.

Appendix 3

Real Food

<https://www.gov.uk/guidance/working-safely-during-covid-19/restaurants-pubs-bars-nightclubs-and-takeaway-services>

To reduce the risk of the virus spreading through aerosols, consider:

- Adequate ventilation
 - Open windows in upstairs lounge
 - Open internal doors

Due to nature of hall (low ceilings, not much air space), we have decided that rather than limit numbers, Real Food will be held upstairs where there is more space and better ventilation.

To reduce the risk of the virus spreading through droplets, consider:

- Put measures in place to minimise contact between 'customers' and 'staff' e.g. have limited team numbers in kitchen.
- Encourage wearing of face coverings when not eating, and especially when singing.
- Encourage people attending to use hand sanitiser on the way in to the building, and after using the toilets etc.
- Encourage 'staff' to wash hands thoroughly on arrival and regularly throughout their time on site.

To reduce the risk of the virus spreading through contaminated surfaces, consider:

- Cleaning more often
 - Clean touch points before and after Real Food.
 - Wipe tables after use
- Quarantine any objects that have been used e.g. pens, Bibles

Other ways to reduce risk:

- Support NHS Test and Trace by displaying QR poster so people can check in if they want to.
- Individuals may want to make a note of who they sat with so that if they later test positive, they know whose details to pass on to the Test and Trace team.
- Make sure those in formal roles (e.g. those leading the service, those leading the music and those responsible for cooking) understand the guidance we're giving to protect people from Covid so that they can encourage right behaviour in all attending. This would include making clear that people may be sat at tables with several other people and not have a choice in who to sit with.
- Encourage contactless card payments rather than cash.
- Reduce the number of surfaces that are touched by numerous people e.g. not collecting a plate or cutlery from a pile, not having a self serve area e.g. for bread, fruit.
- No-one with Covid-19 symptoms should attend.
- Anyone who feels unwell should not attend (even if not Covid19).
- To prevent unnecessary movement of people, it should be a meal that can be plated up and taken out to people at their tables. These can either be taken out by a volunteer, or one person from each table should collect plates for everyone on their table.
- Everyone attending should keep their belongings with them (i.e. not use the communal coat hooks in the corridor).
- To help people feel more comfortable, have tables of various sizes (e.g. 6, 4, or the option to sit with just the people they came with, or by themselves).

Food prep specific guidance:

- COVID-19 is a respiratory illness. It's not known to be transmitted by exposure to food.
- Kitchen should be cleaned before and after food prep as normal.
- Emptying bin at end of 'shift'.
- Anyone putting out or putting away plates or cutlery should wash their hands beforehand (and be encouraged to wear a face covering).

Appendix 4

Relevant notes from Governments Autumn and Winter 2021 Covid 19 plan

31. Contact tracing continuing through Autumn and Winter. Those who are fully vaccinated and under 18s will continue to no longer have to self-isolate if they are identified as a close contact. Where contacts are over 18 and not fully vaccinated, they will, as now, be legally required to self-isolate unless they are taking part in an approved daily contact testing scheme.

53. The evidence suggests COVID-19 is spread in the following ways: airborne transmission, close contact via droplets, and via surfaces. Developing evidence indicates that airborne transmission is a very significant way that the virus circulates.

54. The risk of catching or passing on COVID-19 can be higher in certain places and when doing certain activities. In general, the risk of catching or passing on COVID-19 is higher in crowded spaces (where there are more people who might be infectious) and in enclosed indoor spaces (where there is limited fresh air). Some activities, such as singing, dancing, and exercising can also increase the risk of transmission of COVID-19 as people are doing activities which generate more particles as they breathe. The risk is greatest where these factors overlap. Although the Government does not want to legally restrict any of these activities, it can inform people of the risks and offer advice on how to mitigate them.

56. Encouraged behaviours include letting fresh air in; wearing a face covering in crowded and enclosed settings where you come into contact with people you do not normally meet; get tested, and self-isolate if required; stay at home if you feel unwell; wash your hands regularly.

77. Plan B includes making face coverings mandatory in certain settings again.

78. Working from home may also be encouraged again under Plan B.

98. Current regulations (probably going to be) extended to 24th March 2022 (self isolating rules, local authorities responding to serious and imminent public health threats, testing and quarantine requirements for arrivals to England)

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

v3 updates, 04/10/21

- Each area in table has been numbered
- 9. Chairs layout. Date removed re: returning to normal chairs layout.
- 10. Live music and singing. Updated regarding how many members the music group can have.
- 11. Creche. 'We aim (but cannot guarantee) to have a manned creche from September 2021' - line removed. 'Over the summer' removed from second bullet point.
- 14. GDPR and web streaming. 'Public live stream will be reviewed in regards to data protection in September' - line removed. Second bullet changed to add in movement of cameras.
- 15. Refreshments. Updated.
- Appendix 2 added re: Still Waters & Cake and Company
- Appendix 3 added re: Real Food
- Appendix 4 added re: Relevant notes from Governments Autumn and Winter 2021 Covid 19 plan