



# Trinity Church Buxton Risk Assessment Form

<b>Activity:</b> Covid 19 - groups meeting in the building	
<b>Assessment undertaken by:</b> Kate Smith	<b>Assessment seconded by:</b> Peter Farrant (v1)
<b>Date:</b> 20/08/20 (v1) 16/11/20 (v7)	<b>Review date:</b> As and when Government advice/restrictions change (to be checked weekly by Venue Manager)
<b>Person responsible for implementing:</b> Kate Smith	<b>Person responsible for review:</b> 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 outlines additional guidelines for specific groups.

Section 4 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"> <li>• virus moves from person-to-person in droplets or aerosols from the nose or mouth when a person with the virus exhales, coughs etc</li> <li>• the virus can survive on surfaces for up to 72 hours</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth</li> </ul>
1.2 Social distancing and meeting together	<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 church building	<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 Equipment and furniture sharing	<p>There could be increased risk of virus infection and transmission when sharing equipment, furniture etc.</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"> <li>• people aged 70 or over</li> <li>• pregnant women</li> <li>• those with certain underlying health conditions</li> <li>• those taking medication that can affect the immune system.</li> <li>• those who are very obese (a BMI of 40 or above)</li> </ul> <p>For a full list of conditions, please click <a href="#">here</a>.</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 meeting as groups.</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 meeting 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		
	Main Meeting Room	Upstairs Lounge	Downstairs hall
2.1 Terms for those meeting in the building	<ul style="list-style-type: none"> <li>a) Anyone with symptoms of coronavirus must self-isolate in line with current government guidance and should therefore not attend physical groups until the isolation period is complete.</li> <li>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 groups until the isolation period is complete.</li> <li>c) Anyone contacted by NHS Test and Trace should self-isolate as instructed and should therefore not attend physical groups until the isolation period is complete.</li> <li>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 <a href="#">here</a> and <a href="#">here</a>.</li> <li>e) If anyone develops symptoms within 2 days of having attended a group they need to inform the church office (in line with <a href="#">Government contact guidelines</a>) and should not come to the church building. Support and practical help can then be arranged if required.</li> <li>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 <a href="#">here</a>.</li> <li>g) Face coverings are a legal requirement in Places of Worship when being used for a religious purpose unless an exemption applies. Face coverings are also a legal requirement in community facilities and must be worn at all times unless covered under a 'reasonable excuse' e.g. for an exercise class, or if users need to eat or drink something, or if they have a health or disability reason to not wear one.</li> <li>h) Group leaders are responsible for ensuring that group members comply with the risk assessment, government guidance, and legislation.</li> </ul>		
2.2 Prior to any group meeting	<ul style="list-style-type: none"> <li>a) Whilst people are in the building, where reasonable doors must be propped open so that fewer people need to touch the door handles (e.g. if there is a group in the upstairs lounge and another in the main meeting room, the lounge door can be closed). These must all be closed when the building is vacated to comply with our fire safety regulations. In the event of the fire alarm sounding, group leaders should, assuming it is safe to do so, close all fire doors on their way out of the building.</li> <li>b) If meeting upstairs, group leaders will look to open main entrance door, upstairs lounge windows, upstairs toilet windows and the middle door 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. Due to many of our groups meeting either in the evenings or having members that are under 18 or vulnerable adults, once all group members have arrived, the main entrance door should be closed as part of our security policy. If meeting in the downstairs hall, groups leaders should open the hall windows and internal hall doors to increase ventilation. If very windy or cold outside, only internal doors should be opened to prevent a wind tunnel or people becoming cold. The downstairs main entrance should be closed once all members have arrived as part of our security policy.</li> <li>c) The Venue Manager will check weekly for any changes in Government guidance regarding Places of Worship. Groups leaders will be informed of any changes.</li> <li>d) Groups leaders should familiarise themselves with the guidance on helping the needy and the homeless as well as the risk assessment regarding unwelcome or aggressive visitors. These can be found in Appendix 1 and 2.</li> </ul>		

	Control measures		
	Main Meeting Room	Upstairs Lounge	Downstairs hall
2.3 Travelling to and from a group	<ul style="list-style-type: none"> <li>a) Where possible, people are encouraged to drive, cycle or walk.</li> <li>b) If people must use public transport, government guidelines should be followed.</li> <li>c) People should avoid travelling to the church building in a car together unless they are from the same household or social bubble. If otherwise a member of the group would not be able to get to church, follow the government guidance on car sharing <a href="#">here</a>. Alternatively, those from different households could walk to the church building, as long as the group size and/or make up is in line with government guidance.</li> <li>d) If several people are entering and/or leaving the building at the same time, social distancing of 2m should be maintained.</li> <li>e) Hand sanitiser is available at both entrances/exits.</li> </ul>		
2.4 Arrival	<ul style="list-style-type: none"> <li>a) People to queue in households and/or social bubbles at 2m intervals down drive. 2m intervals marked out on drive.</li> <li>b) Parking to be reserved for those who are disabled or have mobility issues. Everyone to be asked to use on street parking.</li> <li>c) People queuing to enter the building should be aware of those parking their cars on the car park and those leaving.</li> <li>d) Drivers should pull on and off the car park at minimal speed.</li> </ul>		<ul style="list-style-type: none"> <li>a) People to queue in households and/or social bubbles at 2m intervals up the drive, starting at the bottom door. 2m intervals marked out on drive.</li> <li>b) Parking to be reserved for those who are disabled or have mobility issues. Everyone to be asked to use on street parking.</li> <li>c) People queuing to enter the building should be aware of those parking their cars on the car park and those leaving.</li> <li>d) Drivers should pull on and off the car park at minimal speed.</li> </ul> <p><b>FURTHER ACTION:</b> Distance markers from downstairs entrance door. Completed 02/10/20.</p>
2.5 Entry to building	<ul style="list-style-type: none"> <li>a) Group leaders will welcome people in to the building one household and/or social bubble at a time.</li> <li>b) With the exception of Sunday morning children's and youth groups, details are to be taken for everyone attending the meeting in line with the Covid privacy notice. Test and Trace information will be kept for 21 days and then be permanently destroyed. These lists should be pushed under the Church Office door at the end of the meeting.</li> <li>c) Everyone will be asked to sanitise their hands when entering the building.</li> <li>d) People should keep all their belongings with them. Coats should not be placed on coat hooks where others may need to handle them.</li> </ul>		
2.6 Seating	<ul style="list-style-type: none"> <li>a) Groups leaders should plan in advance where their group members will sit, with 2m between each household. Social distancing plans (approximate) can be found in Appendix 3.</li> <li>b) Each group will be told in advance which sets of chairs they are able to use.</li> <li>c) Group leaders should set up their meetings so that each household is sat socially distanced from other households in the group.</li> <li>d) Fabric chairs will not be used again for at least 48 hours due to the difficulty in cleaning them.</li> </ul> <p><b>FURTHER ACTION:</b> Venue Manager to plan which groups will meet when and where. Each groups to be given a designated set of chairs. Alternatively, 2 groups may share chairs if at least 48 hours has elapsed between the groups meeting. (ongoing)</p>		

	Control measures		
	Main Meeting Room	Upstairs Lounge	Downstairs hall
2.7 Meeting	<ul style="list-style-type: none"> <li>a) Meetings should be concluded in the shortest reasonable time. We would recommend around an hour in line with our Sunday services.</li> <li>b) Those leading the meeting should remind group members of the importance of social distancing and hygiene.</li> <li>c) Group members should bring their own Bibles. If wanting to take notes, they should also bring their own notebooks and pens.</li> <li>d) Shouting and speaking at a level above normal speech level is to be strongly discouraged.</li> <li>e) No singing is to take place during the meeting. Music played by instruments that are blown in to is also not allowed.</li> <li>f) If music is to be played as part of a meeting, it should be at a low enough level that people do not need to raise their voices to be heard over it.</li> <li>g) If anyone needs to move around during the meeting (e.g. to use the toilets), they should maintain social distancing.</li> <li>h) Except in emergency situations, members of different households/social bubbles should maintain a distance of 2m from each other.</li> <li>i) If anyone becomes unwell with symptoms of Covid-19 during the meeting, 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).</li> </ul>		
2.8 Leaving	<ul style="list-style-type: none"> <li>a) Groups leaders should ask households to leave one at a time.</li> <li>b) People will be reminded that they can sanitise their hands again when leaving if they wish.</li> <li>c) People will be reminded to maintain social distancing whilst on church premises.</li> <li>d) Once the meeting is over, those attending should be encouraged to move on promptly, to minimise the risk of contact and spread of infection.</li> <li>e) Those attending should limit their interactions with anyone they are not attending a meeting 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.</li> <li>f) 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.</li> </ul>		
2.9 After meeting	<ul style="list-style-type: none"> <li>a) Post-group cleaning should be carried out after each meeting inc. cleaning the tops of chairs (if used), high contact areas, toilets and emptying all bins. Cleaning cloths should be used only once and then placed in the bucket by the upstairs fire exit 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. The cleaning schedule can be found in Appendix 4.</li> <li>b) Sufficient time should be left between meetings 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 meetings, the fewer aerosols remaining in the air. Current advice says that indoors, virus particles can survive in the air for up to 5 hours.</li> <li>c) After the meeting, all doors and windows should be closed.</li> </ul>		

	Control measures		
	Main Meeting Room	Upstairs Lounge	Downstairs hall
2.10 Toilets	<ul style="list-style-type: none"> <li>a) If queuing for toilets, social distancing should be observed. 2m markers are marked on the floor.</li> <li>b) People should follow the one in, one out system when using the toilets, with the exception of wheelchair users who need to enter via the lounge.</li> <li>c) Hand washing instruction posters are displayed in every toilet.</li> <li>d) People should sanitise their hands before entering the toilets and again afterwards.</li> <li>e) Due to the intermittent use of the building, signage will displayed informing people that cleaning takes place after each use of the building. This is in place of a cleaning schedule.</li> </ul>		<ul style="list-style-type: none"> <li>a) To minimise cleaning requirements, everyone should use the gents toilet. It has been re-signed to allow all to use it. The ladies toilets will remain closed. Due to the smaller capacity of the hall, people should operate a one in, one out system from their seats in the hall itself rather than queuing.</li> <li>b) Hand washing instruction posters are displayed in every toilet.</li> <li>c) People should sanitise their hands before entering the toilets and again afterwards. This is available from the the top of the hall piano.</li> <li>d) Due to the intermittent use of the building, signage will displayed informing people that cleaning takes place after each use of the building. This is in place of a cleaning schedule.</li> </ul>
2.11 Kitchen and refreshments	<ul style="list-style-type: none"> <li>a) Kitchens are not to be used by groups using the building. Kitchen areas are currently reserved for staff and steward use only, except in the event of an emergency.</li> <li>b) If people wish to have a drink or something to eat during the meeting, they should bring their own from home. Their mugs/bottles must be taken home with them afterwards. Refreshments should not be shared between groups members of different households/social bubbles.</li> <li>c) Face coverings may be temporarily removed to eat or drink for the shortest amount of time possible and should be replaced straight afterwards.</li> </ul>		
2.12 Caring for those classed as Extremely Clinically Vulnerable or Clinically Vulnerable	<ul style="list-style-type: none"> <li>a) Groups leaders should consider their group members when deciding whether to meet online or in the church building. If many of the group are classed as vulnerable, it is recommended that they continue to meet on line where possible.</li> <li>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.</li> <li>c) People in this group who choose to attend physical services do so at their own risk.</li> </ul>		
2.13 Hygiene	<ul style="list-style-type: none"> <li>a) Hand sanitiser stations are positioned in various places around the building.</li> <li>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.</li> <li>c) Group leaders should remind group members not to touch their faces.</li> </ul>		

	Control measures		
	Main Meeting Room	Upstairs Lounge	Downstairs hall
2.14 Cleaning following a suspected case of Covid-19	<ul style="list-style-type: none"> <li>a) There are posters displayed around the building to remind people of the symptoms and what to do if they are showing any.</li> <li>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.</li> <li>c) Where a person shows symptoms of coronavirus, they will be asked to go home immediately and asked to follow government guidance.</li> <li>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.</li> <li>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.</li> <li>f) Public areas that a symptomatic has spent minimal time in should be thoroughly cleaned as normal.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>		
2.15 Fire Safety	<ul style="list-style-type: none"> <li>a) Weekly checks, monthly checks and bi-annual servicing of our fire alarm system has continued throughout lockdown.</li> <li>b) Fire extinguishers have remained in place and will be serviced on their normal annual service date.</li> <li>c) Covid specific Fire evacuation policy detailed in Appendix 5.</li> </ul>		
2.16 Safeguarding	<ul style="list-style-type: none"> <li>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.</li> </ul>		
2.17 Data Protection	<ul style="list-style-type: none"> <li>a) We will continue to comply with GDPR legislation in our handling, storage and use of people's personal data.</li> <li>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.</li> <li>c) Upon arrival, 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. The Covid Privacy Notice can be found in Appendix 6.</li> </ul>		

\* The downstairs lounge will be used infrequently so has not been included as separate part of the building. Users of the downstairs lounge should follow the same control measures as used for the rest of the building.

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

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

Full Government guidance for Community Facilities can be found [here](#).

### **Section 3: Additional guidelines for specific groups**

Group leaders should read the additional guidance for their particular group:

- 3.1** Trinity Kids on Sunday morning
- 3.2a** Pathfinders
- 3.2b** Pathfinders transition group
- 3.3** Thursday Fellowship
- 3.4** Growth Groups (with the exception of Thursday Fellowship)
- 3.5** Arangatang
- 3.6** Ignite
- 3.7** Hall hirers
- 3.8** Impact
- 3.9** Heroes
- 3.10** Trinity Lunch
- 3.11** Still Waters
- 3.12** 'Stay and Play' Toddler Group
- 3.13** Creche

Prior to meeting, the group leaders must contact the Venue Manager to confirm that they have read and understood the risk assessment. Group leaders will also need to confirm that they will take responsibility for implementing the risk assessment whilst their group is taking place. If satisfied that the risk assessment will be followed, the Venue Manager will then schedule their group meeting and give any further details as required.



### 3.1 Trinity Kids on Sunday morning (assuming Out Of School Settings guidance allows children's and youth groups to meet in term time)

Start date: 6th September 2020 in downstairs hall.

#### Prior to first group meeting

- Review volunteer availability especially for those classed as extremely clinically vulnerable or clinically vulnerable.
- Check that all volunteers are up to date with DBS clearance and Safeguarding training.
- Parents and carers should be encouraged to limit the number of different settings their children attend.
- Attendance by children outside of the local area should be discouraged (i.e. within walking or cycling distance).

#### Set up for meeting

- Any shared facilities or equipment for children, such as play corners, soft furnishings, soft toys and toys that are hard to clean, should be removed and/or put out of use.
- Make sure that there is a minimum of 2 leaders with DBS clearance available for the session.
- The room should be set up in a way that minimises children moving around and mixing with other households. Leaders should consider drawing up a seating plan to ensure that there is space for different households to be socially distanced.

#### Arrival of members

- Trinity Kids will be the first group to leave the service. They will be asked, by the steward, to leave one household at a time whilst maintaining social distancing with those in the congregation. This prevents interaction between households and limits the number of people using the stairs at any one time.
- A leader should be posted outside the hall door to welcome children and to ensure that they use hand sanitiser on the way in to the hall.

#### Meeting

- At the start of the meeting, children should be reminded about social distancing and hygiene practices (e.g. 'catch it, bin it, kill it' and washing hands for 20 seconds after going to the toilet etc) as well as reminding them not to shout.
- A register should be taken of all group members and leaders in line with our Safeguarding policy.
- To reduce the risk of transmission, children should be kept in small, consistent groups, and of no more than fifteen children and at least 2 leaders/helpers. Children should be assigned to a particular group and should then stay in those consistent groups for future sessions and avoid mixing with other groups in our setting.
- If a child develops symptoms during their group session, a leader should take the child upstairs via outside (maintaining social distancing) and ask the steward on duty to fetch their parents. The child should be taken home immediately. The child with symptoms should not re-enter the building. The leader should then return to the group session.
- Leaders should consider how to support children who have found the long period at home difficult to manage and those who have developed anxieties related to the virus. Leaders should also bear in mind that some children may have experienced a bereavement during lockdown.
- Face coverings are not mandatory for children under 11. Leaders may remove their face coverings at the beginning of the session and then put them on again at the end of the session.
- Interaction between members is allowed as youth and children's groups follow the guidance on Out Of School Settings rather than Place of Worship guidance.

#### End of meeting

- Children should be asked to return to their parents one household at a time, leaving from the drive end of the hall. Children should be asked to sanitise their hands on the way out.
- Once children have returned to their parents, leaders should pack away furniture in to their designated area. If tables have been used, they should be wiped down with disinfectant/bleach spray prior to being put away, remembering to clean legs where they are handled.

#### Those not attending

- On a Sunday afternoon, AW will e-mail parents with a copy of the material covered in the session.

**FURTHER ACTION:** Book at least one leader per group on to First Aid training as soon as possible. Training booked for 19/10/20.

### 3.2a Pathfinders (assuming Out Of School Settings guidance allows children's and youth groups to meet in term time)

Start date: 13th September 2020 in upstairs lounge.

#### Prior to first group meeting

- Review volunteer availability especially for those classed as extremely clinically vulnerable or clinically vulnerable.
- Check that all volunteers are up to date with DBS clearance and Safeguarding training.
- Parents and carers should be encouraged to limit the number of different settings their children attend.
- Attendance by young people outside of the local area should be discouraged (i.e. within walking or cycling distance).

#### Set up for meeting

- Any shared facilities or equipment for young people should be removed and/or put out of use.
- Make sure that there is a minimum of 2 leaders with DBS clearance available for the session.
- The room should be set up in a way that minimises young people moving around and mixing with other households. Leaders should consider drawing up a seating plan to ensure that there is space for different households to be socially distanced.

#### Arrival of members

- Pathfinders will go to their groups at the same time as Trinity Kids. They will be asked, by the steward, to leave one household at a time whilst maintaining social distancing with those in the congregation. This prevents interaction between households and limits the number of people using the stairs at any one time.
- A leader should be posted outside the lounge door to welcome young people and to ensure that they use hand sanitiser on the way in to the lounge.

#### Meeting

- At the start of the meeting, young people should be reminded about social distancing and hygiene practices (e.g. 'catch it, bin it, kill it' and washing hands for 20 seconds after going to the toilet etc) as well as reminding them not to shout.
- A register should be taken of all group members and leaders in line with our Safeguarding policy.
- To reduce the risk of transmission, young people should be kept in small, consistent groups, and of no more than fifteen young people and at least 2 leaders/helpers. Young people should be assigned to a particular group and should then stay in those consistent groups for future sessions and avoid mixing with other groups in our setting.
- If a young person develops symptoms during their group session, a leader should take the young person outside via the fire exit and wait under the entrance canopy by the foyer (maintaining social distancing) and ask the steward on duty to fetch their parents. The young person should be taken home immediately. The young person with symptoms should not re-enter the building. The leader should then return to the group session via the fire exit, closing the wooden gate behind them.
- Leaders should consider how to support young people who have found the long period at home difficult to manage and those who have developed anxieties related to the virus. Leaders should also bear in mind that some young people may have experienced a bereavement during lockdown.
- Out of School Settings guidance doesn't require young people to wear coverings during their groups. They will however have to wear them prior to the start of the group and put them on again at the end of the session. Leaders may remove their face coverings at the beginning of the session and then put them on again at the end of the session.
- Interaction between members is allowed as youth and children's groups follow the guidance on Out Of School Settings rather than Place of Worship guidance.

#### End of meeting

- Young people should be asked to return to their parents one household at a time, starting with the young person nearest the lounge entrance door. Young people should be asked to sanitise their hands on the way out.
- Once young people have returned to their parents, leaders should pack away furniture in to their designated area. If tables have been used, they should be wiped down with disinfectant/bleach spray prior to being put away, remembering to clean legs where they are handled.

#### Those not attending

- On a Sunday afternoon, AW will e-mail parents with a copy of the material covered in the session.

**FURTHER ACTION:** Book at least one leader per group on to First Aid training as soon as possible. Training booked for 19/10/20.

### **3.2b** Pathfinders transition group (those starting Year 10)

Start date: 13th September 2020 in downstairs lounge (for 6 weeks).

- Following their initial group sessions (further guidelines below), the Pathfinders Transition Group will remain in the service. Parents are responsible for making sure that their children follow the information outlined in the Return to Worship risk assessment.
- The Pathfinders Transition Group will also join Ignite from start of September. For further details, see **3.6**.

#### Prior to first group meeting

- Review volunteer availability especially for those classed as extremely clinically vulnerable or clinically vulnerable.
- Check that all volunteers are up to date with DBS clearance and Safeguarding training.
- Parents and carers should be encouraged to limit the number of different settings their children attend.
- Attendance by young people outside of the local area should be discouraged (i.e. within walking or cycling distance).

#### Set up for meeting

- Any shared facilities or equipment for young people should be removed and/or put out of use.
- Make sure that there is a minimum of 2 leaders with DBS clearance available for the session.
- The room should be set up in a way that minimises young people moving around and mixing with other households. Leaders should consider drawing up a seating plan to ensure that there is space for different households to be socially distanced.

#### Arrival of members

- Pathfinders Transition group will go to their groups at the same time as Trinity Kids and Pathfinders. They will be asked, by the steward, to leave one household at a time whilst maintaining social distancing with those in the congregation. This prevents interaction between households and limits the number of people using the stairs at any one time. They will leave via the upstairs main entrance and enter the downstairs lounge via the downstairs fire exit.
- A leader should be posted outside the fire exit to welcome young people and to ensure that they use hand sanitiser on the way in to the downstairs lounge.

#### Meeting

- At the start of the meeting, young people should be reminded about social distancing and hygiene practices (e.g. 'catch it, bin it, kill it' and washing hands for 20 seconds after going to the toilet etc) as well as reminding them not to shout.
- A register should be taken of all group members and leaders in line with our Safeguarding policy.
- To reduce the risk of transmission, young people should be kept in small, consistent groups, and of no more than fifteen young people and at least 2 leaders/helpers. Young people should be assigned to a particular group and should then stay in those consistent groups for future sessions and avoid mixing with other groups in our setting.
- If a young person develops symptoms during their group session, a leader should take the young person outside via the downstairs fire exit and wait under the entrance canopy by the foyer (maintaining social distancing) and ask the steward on duty to fetch their parents. The young person should be taken home immediately. The young person with symptoms should not re-enter the building. The leader should then return to the group session via the downstairs fire exit.
- Leaders should consider how to support young people who have found the long period at home difficult to manage and those who have developed anxieties related to the virus. Leaders should also bear in mind that some young people may have experienced a bereavement during lockdown.
- Out of School Settings guidance doesn't require young people to wear coverings during their groups. They will however have to wear them prior to the start of the group and put them on again at the end of the session. Leaders may remove their face coverings at the beginning of the session and then put them on again at the end of the session.
- Interaction between members is allowed as youth and children's groups follow the guidance on Out Of School Settings rather than Place of Worship guidance.

#### End of meeting

- Young people should be asked to return to their parents one household at a time, starting with the young person nearest the fire exit. Young people should be asked to sanitise their hands on the way out.
- Once young people have returned to their parents, leaders should pack away furniture in to their designated area. If tables have been used, they should be wiped down with disinfectant/bleach spray prior to being put away, remembering to clean legs where they are handled.

#### Those not attending

- On a Sunday afternoon, AW will e-mail parents with a copy of the material covered in the session.

**FURTHER ACTION:** Book at least one leader per group on to First Aid training as soon as possible. Training booked for 19/10/20.

### 3.3 Thursday Fellowship

Start date: 10th September 2020 in the upstairs main meeting room. Use red rows.

#### Prior to first group meeting

- Review volunteer availability especially for those classed as extremely clinically vulnerable or clinically vulnerable.
- Check that all volunteers are up to date with DBS clearance and Safeguarding training.
- Attendance by members outside of the local area should be discouraged.
- Attendance by members in areas with greater restrictions than our own is not permitted.

#### Set up for meeting

- Any shared facilities or equipment should be removed and/or put out of use.
- Make sure that there is a minimum of 2 leaders with DBS clearance available for the session.
- The room should be set up in a way that minimises people moving around and mixing with other households. Leaders should consider drawing up a seating plan to ensure that there is space for different households to be socially distanced.

#### Arrival of members

- Members should enter via the downstairs entrance door and queue if necessary.
- A leader should be posted outside the hall door to welcome member and to ensure that they use hand sanitiser on the way in to the hall.

#### Meeting

- At the start of the meeting, members should be reminded about social distancing and hygiene practices (e.g. 'catch it, bin it, kill it' and washing hands for 20 seconds after going to the toilet etc) as well as reminding them not to shout.
- A register should be taken of all group members and leaders in line with our Safeguarding policy.
- Leaders should consider how to support members who have found the long period at home difficult to manage and those who have developed anxieties related to the virus. Leaders should also bear in mind that some members may have experienced a bereavement during lockdown.
- Face coverings are mandatory for members unless an exemption applies. The person leading the session may remove their face coverings at the beginning of the session and then put them on again at the end of the session.

#### End of meeting

- Members should be asked to leave one household at a time starting with the member nearest the door at the drive end of the hall. Members should be asked to sanitise their hands on the way out.
- Once all members have left, leaders should pack away furniture in to their designated area. If tables have been used, they should be wiped down with disinfectant/bleach spray prior to being put away, remembering to clean legs where they are handled.

#### Those not attending

- Zoom meetings will continue on Wednesdays for those unable to meet physically.

### 3.4 Growth Groups (with the exception of Thursday Fellowship)

#### Prior to first group meeting

- Attendance by members outside of the local area should be discouraged.
- Attendance by members in areas with greater restrictions than our own is not permitted.

#### Set up for meeting

- Any shared facilities or equipment should be removed and/or put out of use.
- The room should be set up in a way that minimises people moving around and mixing with other households. Leaders should consider drawing up a seating plan to ensure that there is space for different households to be socially distanced.

#### Arrival of members

- Members should enter via the downstairs entrance door if meeting in the hall, or the upstairs main entrance door if meeting in the main meeting room or upstairs lounge. They should queue if necessary.
- A leader should be posted outside the entrance door to welcome members and to ensure that they use hand sanitiser on the way in to the room they are meeting in.

#### Meeting

- At the start of the meeting, members should be reminded about social distancing and hygiene practices (e.g. 'catch it, bin it, kill it' and washing hands for 20 seconds after going to the toilet etc) as well as reminding them not to shout.
- To reduce the risk of transmission, members should be kept in consistent groups. Members should be assigned to a particular group and should then stay in those consistent groups for future sessions.
- Leaders should consider how to support members who have found the long period at home difficult to manage and those who have developed anxieties related to the virus. Leaders should also bear in mind that some members may have experienced a bereavement during lockdown.
- Face coverings are mandatory for members unless an exemption applies. The person leading the session may remove their face coverings at the beginning of the session and then put them on again at the end of the session.
- Growth Groups are required to follow the Places of Worship guidance which explains the limits on interaction between households (as opposed to Children's and Youth groups which are required to follow the guidance on Out Of School Settings which provides no limitation on interaction between households).

#### End of meeting

- Members should be asked to leave one household at a time, starting with the member nearest the entrance door.. Members should be asked to sanitise their hands on the way out.
- Once all members have left, leaders should pack away furniture in to their designated area. If tables have been used, they should be wiped down with disinfectant/bleach spray prior to being put away, remembering to clean legs where they are handled.

### 3.5 Arangatang (assuming Out Of School Settings guidance allows children's and youth groups to meet in term time)

Start date: 15th September 2020 in downstairs hall.

#### Prior to first group meeting

- Review volunteer availability especially for those classed as extremely clinically vulnerable or clinically vulnerable.
- Check that all volunteers are up to date with DBS clearance and Safeguarding training.
- Parents and carers should be encouraged to limit the number of different settings their children attend.
- Attendance by young people outside of the local area should be discouraged (i.e. within walking or cycling distance).

#### Set up for meeting

- Any shared facilities or equipment for young people should be removed and/or put out of use.
- Make sure that there is a minimum of 2 leaders with DBS clearance available for the session.
- The room set up in a way that minimises young people moving around and mixing with other households. Leaders should consider drawing up a seating plan to ensure that there is space for different households to be socially distanced.

#### Arrival of members

- Arangatang members should enter the building by the downstairs hall door.
- A leader should be posted outside the hall door to welcome young people and to ensure that they use hand sanitiser on the way in to the hall.

#### Meeting

- At the start of the meeting, young people should be reminded about social distancing and hygiene practices (e.g. 'catch it, bin it, kill it' and washing hands for 20 seconds after going to the toilet etc) as well as reminding them not to shout.
- A register should be taken of all group members and leaders in line with our Safeguarding policy.
- To reduce the risk of transmission, young people should be kept in small, consistent groups, and of no more than fifteen young people and at least 2 leaders/helpers. Young people should be assigned to a particular group and should then stay in those consistent groups for future sessions and avoid mixing with other groups in our setting.
- If a young person develops symptoms during their group session, a leader should take the young person outside via the downstairs entrance door and wait under the entrance canopy by the foyer (maintaining social distancing) and telephone their parents. The young person should be collected by their parents immediately. The young person with symptoms should not re-enter the building. The leader should then return to the group session via the downstairs entrance door.
- Leaders should consider how to support young people who have found the long period at home difficult to manage and those who have developed anxieties related to the virus. Leaders should also bear in mind that some young people may have experienced a bereavement during lockdown.
- Because Arangatang classes as an Out Of School Setting, face coverings are not required by members or leaders.

#### End of meeting

- Young people should be asked to leave one household at a time, leaving from the young person nearest the hall entrance door. If being collected, parents should wait outside for their children.
- Once young people have returned to their parents, leaders should pack away furniture in to their designated area. If tables have been used, they should be wiped down with disinfectant/bleach spray prior to being put away, remembering to clean legs where they are handled.

#### Those not attending

- Following the meeting, AW will e-mail parents with a copy of the material covered in the session.

**FURTHER ACTION:** Book at least one leader per group on to First Aid training as soon as possible. Training booked for 19/10/20.

### 3.6 Ignite (assuming Out Of School Settings guidance allows children's and youth groups to meet in term time)

Start date: Sunday 1st November. Location: Downstairs hall

#### Prior to first group meeting

- Review volunteer availability especially for those classed as extremely clinically vulnerable or clinically vulnerable.
- Check that all volunteers are up to date with DBS clearance and Safeguarding training.
- Parents and carers should be encouraged to limit the number of different settings their children attend.
- Attendance by young people outside of the local area should be discouraged (i.e. within walking or cycling distance).

#### Set up for meeting

- Any shared facilities or equipment for young people should be removed and/or put out of use.
- Make sure that there is a minimum of 2 leaders with DBS clearance available for the session.
- The room set up in a way that minimises young people moving around and mixing with other households. Leaders should consider drawing up a seating plan to ensure that there is space for different households to be socially distanced. Ignite should use the chairs assigned to them. They should not use the chairs that have been used for services or the sofas in the upstairs lounge.

#### Arrival of members

- Ignite members should enter the building by the downstairs main entrance door.
- A leader should be posted in the entrance hall by the downstairs main entrance door to welcome young people, add them to the Test and Trace list and to ensure that they use hand sanitiser on the way in to the hall.

#### Meeting

- At the start of the meeting, young people should be reminded about social distancing and hygiene practices (e.g. 'catch it, bin it, kill it' and washing hands for 20 seconds after going to the toilet etc) as well as reminding them not to shout.
- A register should be taken of all group members and leaders in line with our Safeguarding policy.
- To reduce the risk of transmission, young people should be kept in small, consistent groups, and of no more than fifteen young people and at least 2 leaders/helpers. Young people should be assigned to a particular group and should then stay in those consistent groups for future sessions and avoid mixing with other groups in our setting. One group may meet in the main meeting room and one in the upstairs lounge if required. Leaders should also remain with the same groups.
- If a young person develops symptoms during their group session, a leader should take the young person outside via the downstairs main entrance and wait under the entrance canopy by the upstairs main entrance (maintaining social distancing) and telephone their parents. The young person should be collected by their parents immediately. The young person with symptoms should not re-enter the building. The leader should then return to the group session via the downstairs entrance door.
- Leaders should consider how to support young people who have found the long period at home difficult to manage and those who have developed anxieties related to the virus. Leaders should also bear in mind that some young people may have experienced a bereavement during lockdown.
- Because Ignite classes as an Out Of School Setting, face coverings are not required by members or leaders.

#### End of meeting

- Young people should be asked to leave one household at a time, leaving from the young person nearest the downstairs main entrance door. If being collected, parents should wait outside for their children.
- Once young people have returned to their parents, leaders should pack away furniture in to their designated area. If tables have been used, they should be wiped down with disinfectant/bleach spray prior to being put away, remembering to clean legs where they are handled.

#### Those not attending

- Following the meeting, G&MT will e-mail parents with a copy of the material covered in the session.

**FURTHER ACTION:** Book at least one leader per group on to First Aid training as soon as possible. Training booked for 19/10/20.



### 3.7 Hall hirers

- Hirers need to provide a copy of their Risk Assessment for their specific activity.
- Hirers need to confirm that they plan to follow government guidance for their particular group and provide a link from the Government website to show that their activity is permitted.
- Hirers need to agree to clean after following the Cleaning Schedule in Appendix 4.
- Hirers need to provide the Church Office with a Test and Trace list each time they use the building. From September 14th, the Government have made this a mandatory requirement i.e. it is no longer by consent. Users must provide their details.
- In the event of needing to close the hall to deep clean, hirers will be notified as soon as possible.
- In the event of needing the hall for one of our own groups, hirers will be notified, but may not get the normal 4 weeks notice.

### **3.8 Impact**

Currently not able to meet due to limits on number that can meet in Out Of School Settings.

### **3.9 Heroes**

Currently not able to meet due to limits on number that can meet in Out Of School Settings.

### **3.10 Trinity Lunch**

Currently not meeting. Guidelines will follow prior to this starting again.

### 3.11 Still Waters

Start date: December 2020. Location: Downstairs hall

#### Prior to first group meeting

- Review volunteer availability especially for those classed as extremely clinically vulnerable or clinically vulnerable.
- Check that all volunteers are up to date with DBS clearance and Safeguarding training.
- Due to limits on numbers (maximum of 15 to include all carers, family members, leaders and helpers), leaders may wish to have helpers on a rota system and to invite specific members to specific meetings.

#### Set up for meeting

- Make sure that there is a minimum of 2 leaders with DBS clearance available for the session.
- The room should be set up using large rectangular tables spaced at 2m apart so that members and carers can sit at one end and leaders at the other to maintain social distancing.

#### Arrival of members

- Members should enter the building by the downstairs main entrance door one household/support bubble at a time.
- A leader should be posted in the entrance hall by the downstairs main entrance door to welcome members, add them to the Test and Trace list (this is a legal requirement for all in attendance inc. leaders and helpers) and to ensure that they use hand sanitiser on the way in to the hall.
- Members (and their carers, if in attendance) should be shown to their table and asked to remain seated during the meeting unless wanting to take part in activities once permitted by Government guidance or needing to use the toilets.

#### Meeting

- At the start of the meeting, members and carers should be reminded about social distancing and hygiene practices (e.g. 'catch it, bin it, kill it' and washing hands for 20 seconds after going to the toilet etc) as well as reminding them not to shout.
- A register should be taken of all group members and leaders in line with our Safeguarding policy. This can be done by the Church Administrator after the meeting using the Test and Trace list.
- Face coverings are a legal requirement unless an exemption applies.

#### Activities

- Activities such as table tennis and live music are not currently allowed. If an activity becomes permitted by a change of government guidance in conjunction with the relevant body, this will need to be agreed by the Venue Manager and Risk Assessment Secorder with the group leaders before the activity can go ahead.
- If Government guidance permits certain activities, any shared equipment should be sanitised between users.

#### Refreshments (if permitted by Government guidance)

- Still Waters leaders may wish to nominate a specific helper to handle refreshments. Ideally the helper will have a current Food Safety certificate.
- 'Waitress service' should operate i.e. the nominated helpers should take drinks orders and make these in line with Covid safe food preparation guidance (see below). These should then be brought to the table on a tray and the tray left in the middle of the table.
- Cakes and biscuits should be shop bought and already pre-wrapped by the manufacturer. They can be taken out on plates on above mentioned tray and the members can then unwrap them themselves.

#### Covid safe food preparation

- The person responsible for preparing and serving drinks and cake/biscuits should:
  - Arrive in clean clothes
  - Wear a clean apron and face covering at all times
  - Regularly wash and sanitise their hands including immediately upon arrival
  - Follow all normal food hygiene rules, guidance and practice

- The kitchen surfaces and any touch points should be cleaned and sanitised prior to use.
- Any trays to be used should also be sanitised prior to use.
- Prior to using the hot water heater, it should be allowed to fill, reach temperature, drained then allowed to fill again.
- Trays should be sanitised between uses.
- Mugs, plates, cutlery etc, should be washed in the dishwasher and then left to air dry.
- At the end of the meeting, the kitchen should be thoroughly cleaned and sanitised. The kitchen bin should be emptied in to the black bins.
- If the hot water has been used, it should be turned off and then drained.

#### End of meeting

- Members should be asked to leave one household at a time, maintaining social distancing.
- Once members have left, leaders should pack away furniture in to their designated area. If tables have been used, they should be wiped down with disinfectant/bleach spray prior to being put away, remembering to clean legs where they are handled.

#### Those not attending

- Leaders should arrange to keep in contact with those unable to attend in person meetings.

**FURTHER ACTION:** Book at least one leader per group on to First Aid training as soon as possible.

### **3.12 'Stay and Play' Toddler Group**

Currently not able to meet due to not being a permitted activity.

### **3.13 Creche**

Currently not able to meet due to not being a permitted activity.

## Section 4: Appendices

### Appendix 1: Helping the needy and homeless



# Helping the needy and homeless

We often have homeless people sleeping under our porch here at Trinity Church. People come to us for lots of different reasons. Some simply want a dry place to sleep. Others would like support and help.

We are called to love our neighbour, but we want to do that in a safe and sensible way.

Here are some do's and don'ts:

#### Do...

- Talk to people. Ask how they are; treat them like you would any other person you just met; tell them about Jesus!
- Offer people a hot drink and/or something to eat. If there is a church service in progress, invite them in to join us. If there are other groups running, take them a drink outside.
- Assure them that we are happy for them to sleep under our porch, but let them know they may have to come back at a later time (e.g. when a youth group has finished meeting).
- Give them a list of local services that may be able to help them. ←
- Offer to phone the local council on their behalf if they would find that helpful/if they don't have access to a phone.
- Ask others for help if you don't feel comfortable talking to the person yourself.
- Call the police if the person becomes aggressive (e.g. 101 if you have asked the person not to stay in the porch area and they won't leave; 999 if you feel there is any danger to yourself or others. The local police have assured us not to worry about whether calling 999 is the right thing to do as the police call handler will deal with the call as appropriate). Let the person know that we have a zero tolerance policy to any kind of abusive or aggressive behaviour.

Copies of this list can be found in the pocket on the Safeguarding noticeboard.

#### Don't...

- Invite people in to the building if you are here on your own, or there are groups with children, youth or vulnerable adults taking place.
- Give people money. Let them know that this is not something that we do.
- Try and deal with the situation on your own. There are lots of local services that are more equipped to help than we are.
- Make promises to help. We don't know the details of everyone's situation and we may not be able to help in the way that they would like or expect.
- Assume that they are telling you the truth about their needs or their situation.

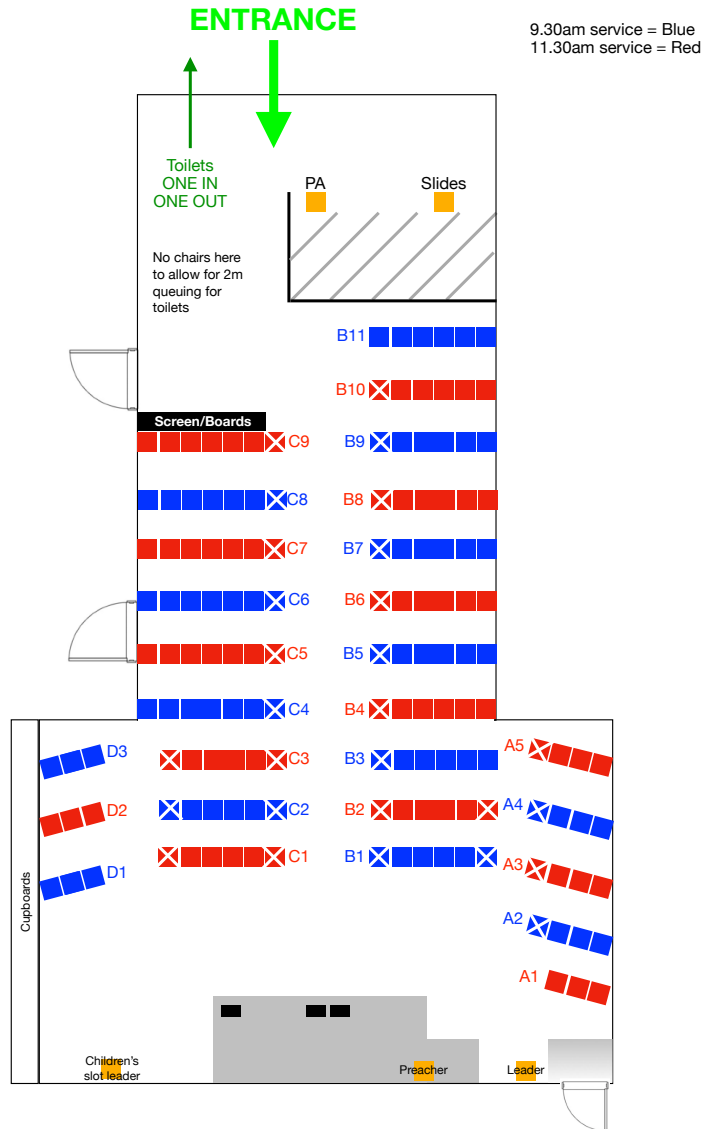
## Appendix 2: Risk Assessment for dealing with unwelcome or aggressive visitors

<b>Name/Address of Church</b> Trinity Church Buxton, Hardwick Mount, Buxton, SK17 6PR	<b>Assessment carried out by:</b> Kate Smith (Church Administrator) <b>Seconded by:</b> Trinity Church Safeguarding Team	<b>Group:</b> ALL GROUPS *DEALING WITH UNWELCOME/AGGRESSIVE/ABUSIVE VISITORS*
<b>Date</b> July 2019	<b>Date for review</b> July 2020, and then annually or when procedures change	

List the hazards	Who might be affected?	What are you currently doing to reduce risk?	What further action needs to be taken to reduce risk?	Who is responsible for taking this action? (List all who are responsible)	When will it be done?
Welcoming group members people	Everyone	Door to be manned by a group leader/volunteer. If the person on the door is concerned about a potential guest, they will be given a list of local services that they can be pointed to (e.g. services for the homeless, addicted etc). If the person on the door is uncomfortable in letting the person in, they can either a) be politely turned away or b) if leader/volunteer numbers allow, 2 leaders/volunteers can take a cup of tea and have a chat under the porch area. Visitors can be asked to return during office hours if requiring further information about the church.	N/A	All groups leaders	Ongoing.
Homeless visitors / Adult visitors unknown to us	Everyone	Homeless visitors / Adult visitors unknown to us to be asked to leave whilst the group is taking place. They will be informed of the finish time of the group and given the option of sleeping under the porch after that time.	N/A	All groups leaders	Ongoing.
Dealing with Abusive/Aggressive visitors	Everyone	If a guest becomes aggressive or abusive and all reasonable attempts have been taken to calm them down (e.g. talking calmly to them, asking them to step in to a different room/outside; inform guests that we have a zero tolerance policy to abuse and aggression), leaders/volunteers can ask the guest to leave. If they refuse to leave, please call the police (101 if no safety concerns for self or others; 999 if any there are any safety concerns).	N/A	All groups leaders	Ongoing.
Children's and Youth groups should operate a locked door policy where appropriate.	Everyone	Upstairs door can be locked when all group members have arrived if leaders would prefer. One leader to then keep the key on their person at all times during the session. Downstairs door to be pushed to so that the Yale lock keeps door closed.	N/A	All groups leaders	Ongoing.

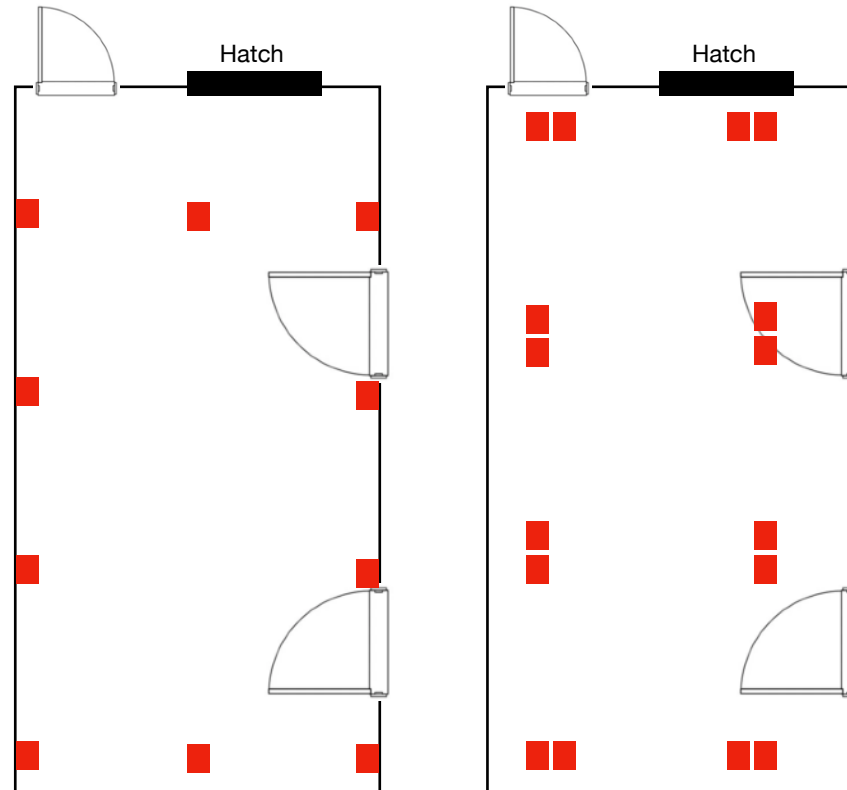
**Appendix 3: Social distanced seating plan**  
 Appendix 3a: Main meeting room

**Seating plan**



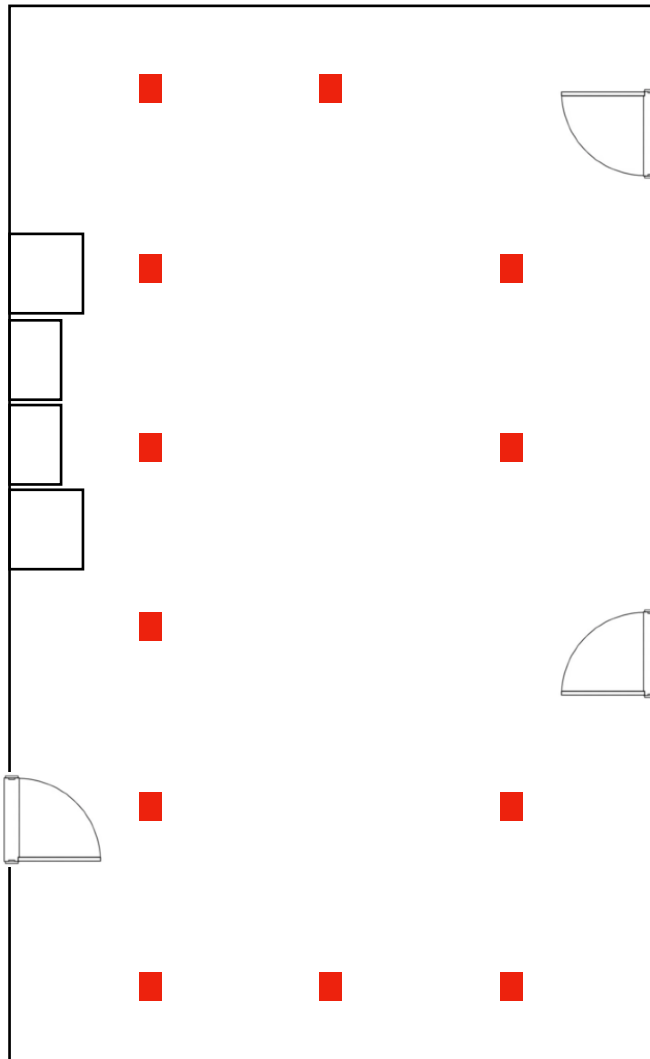


Appendix 3b: Upstairs Lounge

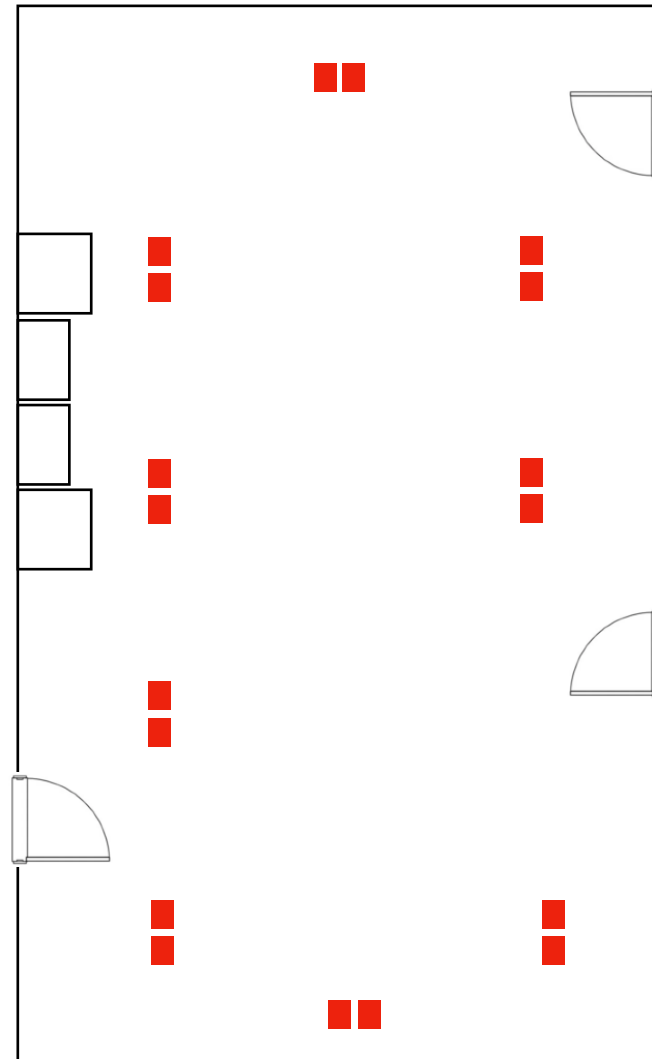


Appendix 3c: Downstairs hall

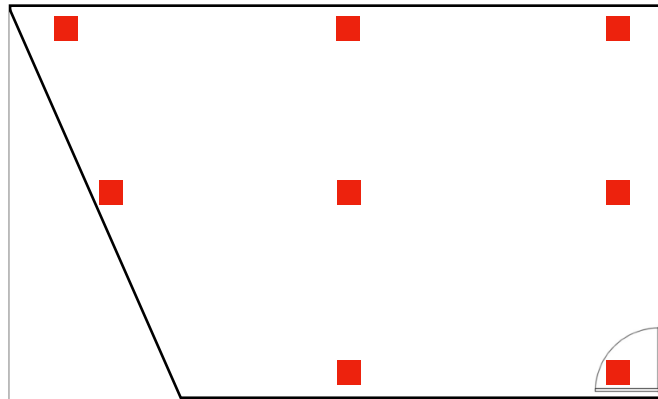
Drive end of hall



Drive end of hall



Appendix 3d: Downstairs lounge



#### **Appendix 4: Cleaning Schedule (excluding Sunday morning groups)**

##### Before group meets

- Group leaders may choose to clean prior to their group meeting but this is not a requirement as the previous group will have cleaned after their meeting finished.

##### After group has finished

- Thorough wipe down of tops of chairs (if using chairs in main meeting room)
- Thorough clean of high contact points
  - door handles
  - light switches
  - stair hand rails (if anyone in group has moved between floors)
- Clean all open toilets that have been used inc. taps, flush buttons, soap and hand towel dispensers, sinks, toilets, empty bins
- If necessary, replace/fill up toilet rolls, hand towels and hand soap

*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.*

*Disposable gloves and aprons will be provided if people wish to use them. 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.

This is our standard evacuation policy for services.

For groups and hall hirers, group leaders should take the role of steward as well as Warden/Staff/Growth Group leader.



## **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.*

## Updates

### **v2, 27/08/2020**

- Update: 2.10a downstairs hall: Toilet facility information updated.
- Update: 2.10c downstairs hall: Location of hand sanitiser added.
- Addition: End of section 2: Note added regarding use of downstairs lounge.
- Update: 3.1 Start date and location added. 'Those not meeting' information added.
- Update: 3.2a Start date and location added. 'Those not meeting' information added. Method of leaving service for group updated.
- Update: 3.2b Start date and location added. Anything referencing online meeting deleted as group now meeting physically. Guidance for group added.
- Update: 3.3 Start date and location added. 'Those not meeting' information added.
- Update: 3.5 Start date and location added. 'Those not meeting' information added.
- Addition: Appendix 3d Social distancing plan for downstairs lounge added.
- Update: Appendix 4 "(excluding Sunday morning groups)" added to title.

### **v3, 13/09/2020**

- Update: Appendix 3, Social distancing plan updated to reflect group sizes attending services.
- Correction: 3.2b Various location points corrected.
- Correction: 3.5 Entry point for Arangatang members corrected. Various location points corrected.
- Update: 3.6 Guidance for Ignite added.

### **v4, 17/09/20**

- Update: 3.7 Provision of Test and Trace information is now a mandatory requirement for hall hirers and other non-religious groups using the premises.

### **v5, 05/10/20**

- Update: 3.6 Location of Ignite meeting updated.

### **v6, 12/10/20**

- Update: 2.2a. Updated regarding fire doors.

### **v7, 12/11/20 (approved by Church Council 16/11/20)**

- Additions: 3.11. Specific guidance for Still Water added to risk assessment.