



Trinity Church Buxton Risk Assessment Form

Activity: Covid 19: Outdoor Worship	
Assessment undertaken by: Kate Smith	Assessment seconded by: Nigel Reid
Date: 01/04/21	Review date: As and when Government advice/restrictions change (to be checked weekly by Venue Manager)
Person responsible for implementing: Kate Smith	Person responsible for review: Kate Smith

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

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

Section 3 includes any relevant Appendices.

Section 1: Hazards and Risks

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

Section 2: Control Measures

1. Outdoor worship only

Summary of activity: Outdoor service including congregational singing

Relevant guidance:

[Places of Worship guidance](#)

[Church of England guidance](#)

[Performing Arts guidance](#)

- Households/support bubbles need to follow the current social contact guidelines.
- 2m social distancing is to be maintained between groups.
- In order to manage numbers as there is limited space, households will need to book in as per Sunday services (or be invited if attending another type of service). In the event of extra people turning up, stewards can direct them to an empty space if there is one, or ask people to book in for alternative outdoor service.
- When booking, people will be asked to consent to their details being used for Test and Trace. These details will then be kept for 21 days in accordance with our Data Privacy Notice.
- Prior to each service, areas will be marked out on the drive for households to stand/sit in.
- Stewards should direct people to their area of the church drive/seats (if seating is required) and remind them to maintain social distancing.
- Stewards will be responsible for giving out service sheets and should sanitise their hands before doing this. Service sheets should be handed over at arms length.
- At the end of the service, households should be directed to leave one household at a time starting at the bottom of the drive.
- Weather conditions should be judged on the day. If the car park is snowy or icy, the Venue Manager, in consultation with the Church Wardens and Minister, should make a decision as to whether the drive has been safely cleared and gritted.
- When setting up the portable PA system, this should be kept undercover to protect it from rain (if relevant) etc.

2. Outdoor worship leading to indoor worship

Summary of activity: Outdoor service including congregational singing prior to continuing service indoors

Relevant guidance:

[Places of Worship guidance](#)

[Church of England guidance](#)

[Performing Arts guidance](#)

- Households/support bubbles need to follow the current social contact guidelines.
- 2m social distancing is to be maintained between groups.
- In order to manage numbers as there is limited space, only households who have booked for the normal Sunday service will be able to attend (or be invited if attending another type of service), unless there are spaces available.
- When booking, people will be asked to consent to their details being used for Test and Trace. These details will then be kept for 21 days in accordance with our Data Privacy Notice.
- Prior to each service, areas will be marked out on the drive for households to stand/sit in.
- Stewards should direct people to their area of the church drive/seats (if seating is required) and remind them to maintain social distancing.
- Stewards will be responsible for giving out service sheets and should sanitise their hands before doing this. Service sheets should be handed over at arms length.
- Weather conditions should be judged on the day. If the car park is snowy or icy, the Venue Manager, in consultation with the Church Wardens and Minister, should make a decision as to whether the drive has been safely cleared and gritted.
- When setting up the portable PA system, this should be kept undercover to protect it from rain (if relevant) etc.
- When the outdoor portion of the service is over, any PA or other equipment on the ramp/steps should be moved to the side to prevent trip hazards as people enter the building.
- Stewards should invite households in to the building one household at a time, beginning with those at the top of the drive.

From this point on, everyone should follow the 'Return to Worship' risk assessment.

Section 3: Appendices

Appendix 1: Privacy notice



COVID PRIVACY NOTICE (DATA PROTECTION)

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

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

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

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

Thank you for your understanding.

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.

Updates