

Current Situation

- The church reopened for the first time on Sunday 13th September 2020.
- A risk assessment version 1.0 was in place at that time.
- The church was shut from January 2021 and reopens on Sunday 4th April 2021.
- Risk assessment 1.0.1 issued.

Reopening Trinity Church and Conduit Centre

- A pre-opening check list for the church and Conduit Centre needs to be signed off.
- A Covid-19 Secure risk assessment and actions for church services agreed by trustees.
- A Covid-19 Secure risk assessment and actions for hirers of church and Conduit Centre agreed by trustees.
- The objective is to reach a standard defined by the Government as a Covid-19 Secure environment.

Risk – Covid-19 spreaders enter building

Mitigation Actions:

- Suitable posters asking everyone symptomatic not to enter church building
- A 'Coming back to Trinity' help sheet will be sent out to people before their first attendance under these guidelines.

Risk – Covid-19 case has been in building

Mitigation Actions:

- Keep register of attendees for 3 weeks. Details taken as part of booking process and those attending are ticked.
- Have a designated person responsible for maintaining the register, liaising with public health department.(church)
- Hire groups responsible for own register (centre or church)
- Person with symptoms to leave building. Clean the surfaces and area they could have touched. Special cleaning kit in cupboard by main entrance and Conduit Centre.
- QR Code for both church and Conduit Centre available on entry to aid track and trace.

Risk – People vulnerable to Covid-19 enter building

Mitigations

- Ask people to do personal risk assessment before coming to the services (church)
- Continue with services sheets for those who cannot attend.

Church Entrance

Doors mostly left open

One-way traffic

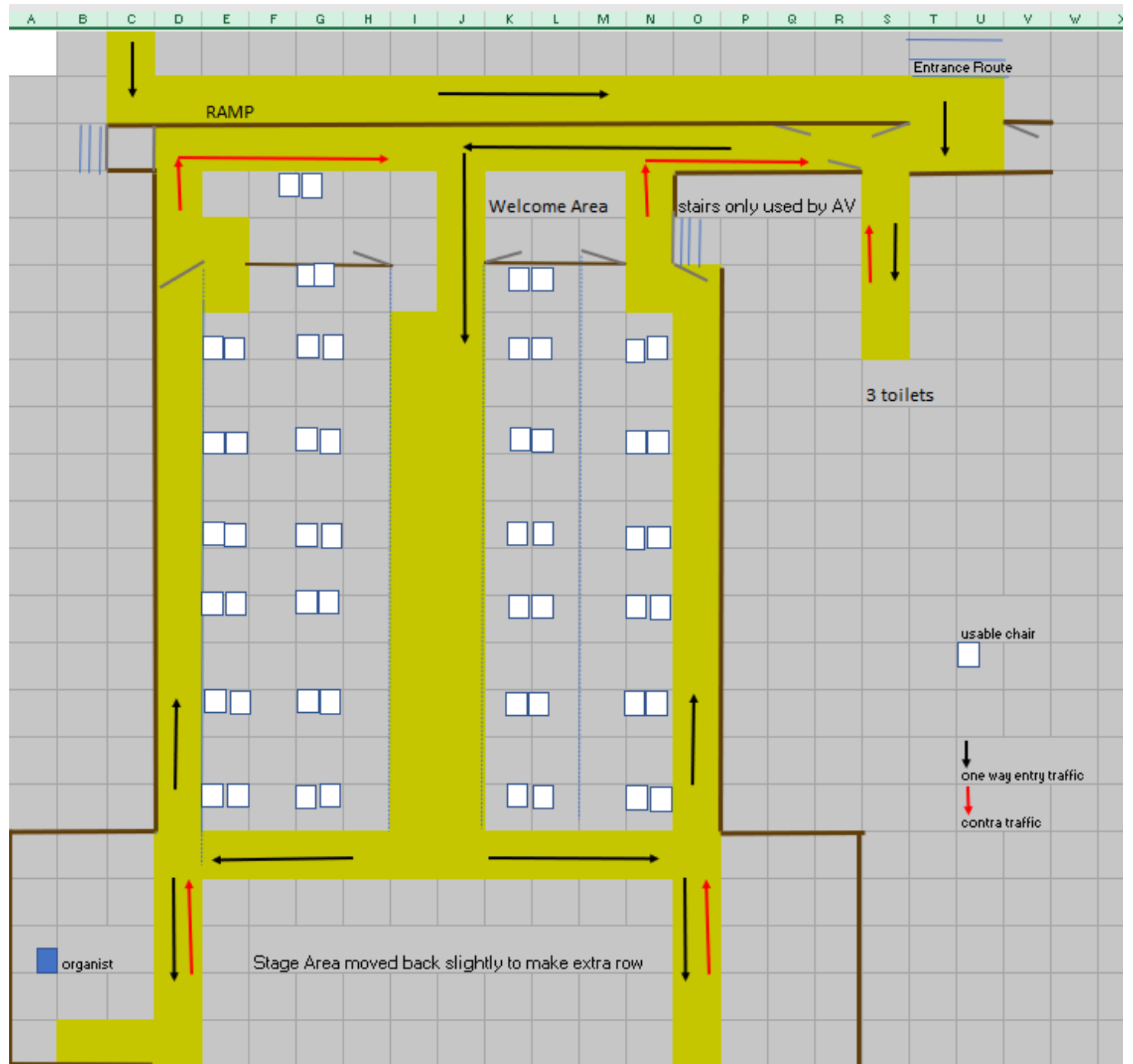
Some managed contraflows for people needing to visit toilet

Seating shows usable chairs in 27 pairs – allowing 27 to 54 people. Start with 30 maximum using booking system (27 pre-booked and 3 ad-hoc)

Stage area moved to make extra row

Male, Female, Disabled toilets treated as 3 unisex toilets

No book steward as papers distributed on seats by steward with sanitised hands.





Church Exit

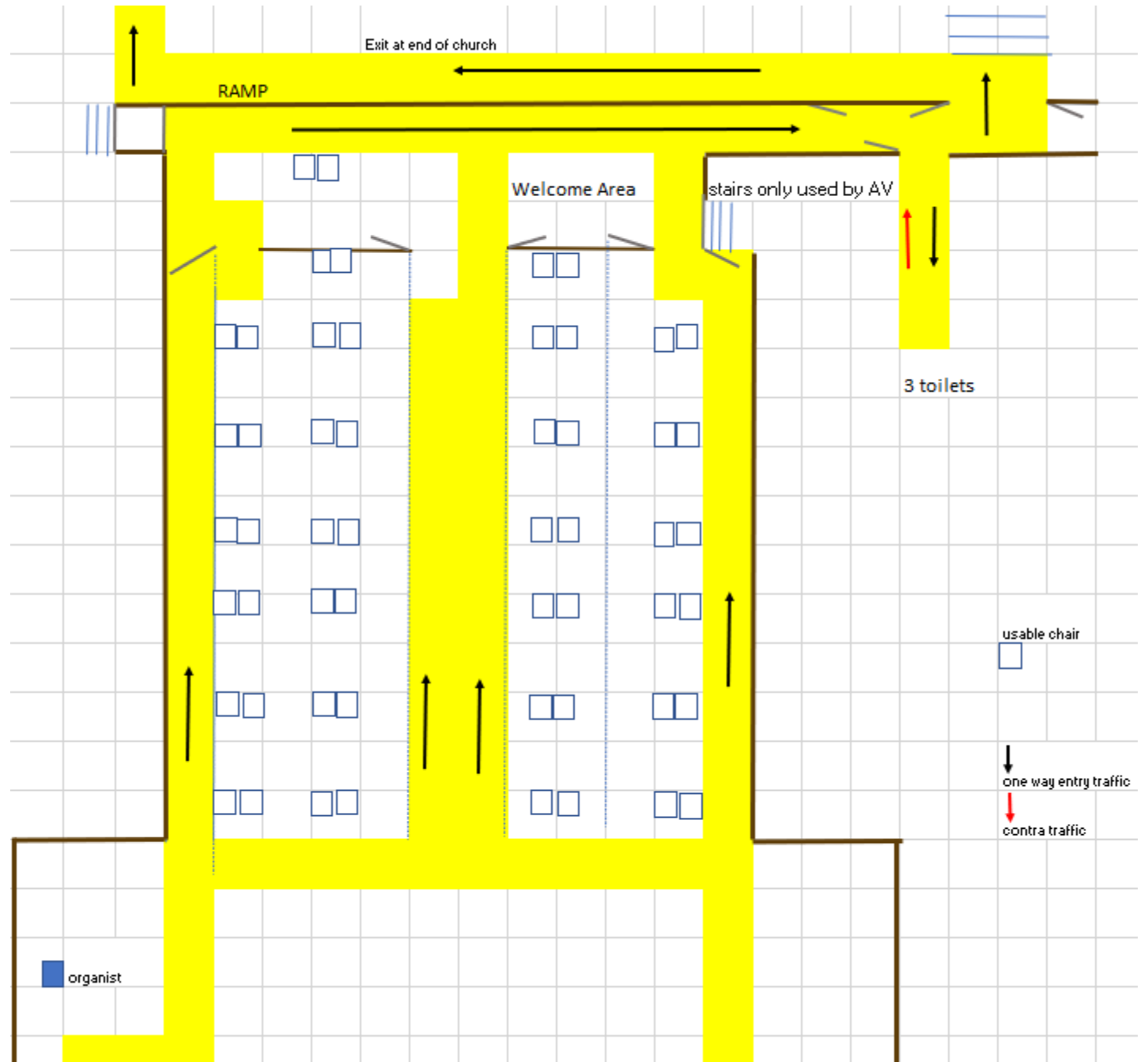
Doors mostly left open

One-way traffic

Minister stand outside on lawn so people can say goodbye at distance

Congregation leave as directed as from back first as directed by steward checking for bottlenecks at exit.

Some contraflows for people needing to visit toilet will need managing / people needing to return into church



Centre

Enter by Main Entrance

Exit by Carter Room exit

Hirers use Hall, toilets, Carter Room, Routley Room, Child's toilet, Kitchen

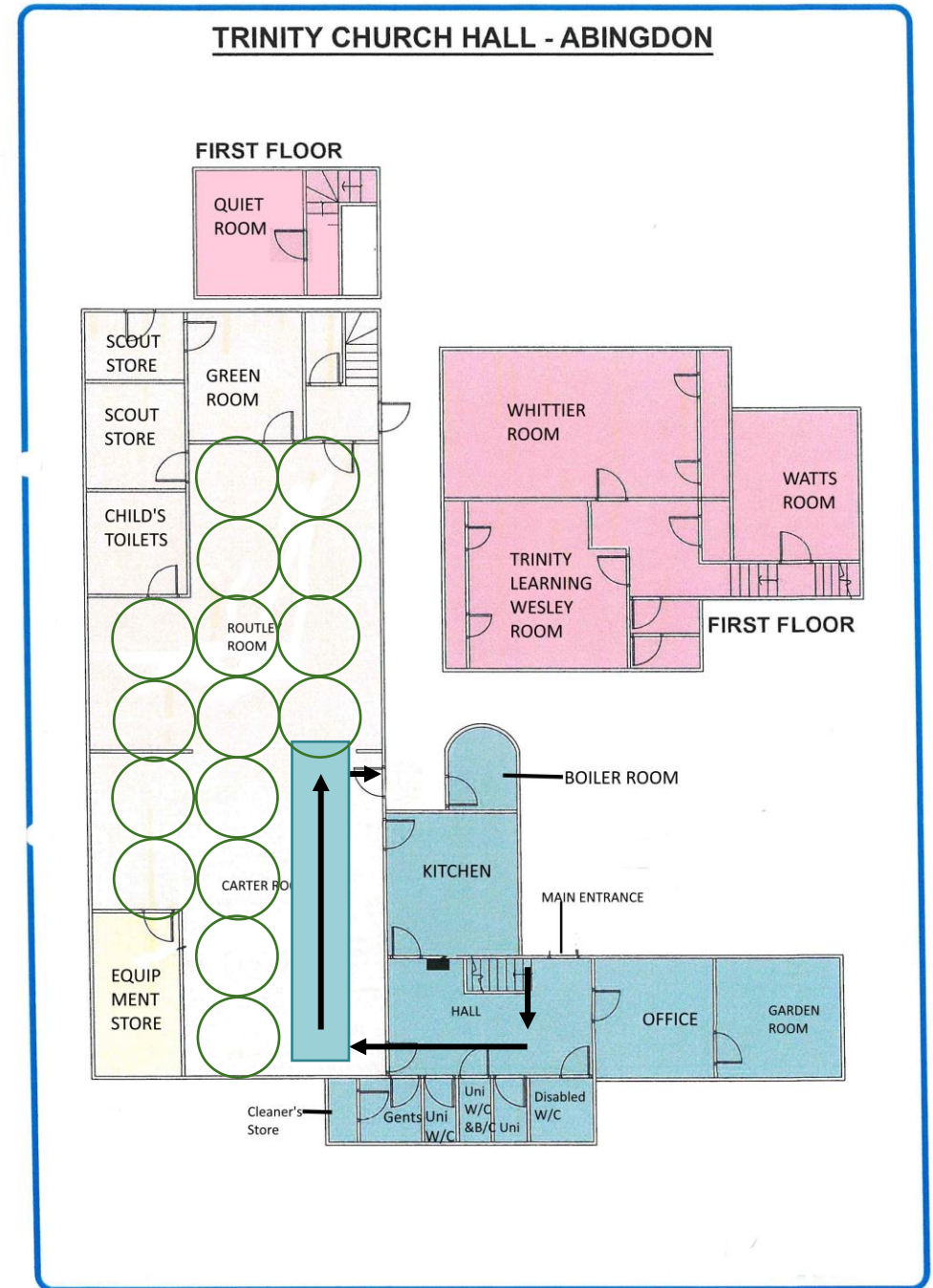
Sanitiser at entrance and exit

One in one out of all toilets

Layout for hirers to risk assess

Hirer keeps own attendance register etc.

Capacity (16 with 2-meter circles shown)



Risk – People transmitting airborne Covid-19 (1)

Mitigation Actions:

- Remove notices that can cause people to gather.
- Provide signage on entry to remind people to keep (2m or “1m plus mitigations”)
- Mark entrance ramp using tape to allow people to keep a 2m distance
- Physically arrange communal areas such as exit and entry and welcome area and passageways to allow people to keep themselves 2m apart
- Areas out of bounds - only used by people officiating such as stage and pulpit, balcony (put up notice) and kitchen and vestry (church); stores, office, upstairs(centre)
- Seating arrangements adapted for social distancing (church)
- Capacity agreed beforehand as 30, booking system – diagram has 27-54 + AV + Minister + 2 stewards + organist/pianist (church)
- Use face coverings /shields to create a physical barrier between people where person needs to talk to others such as stewards or the preacher one to one (church)
- One-way system of flow through building to avoid pinch points.

Risk – People transmitting airborne Covid-19 (2)

Mitigation Actions:

- Put in place systems such as 'one in, one out' in pinch areas such as toilets and kitchen and vestries and balcony where it is not possible to maintain social distancing.
- Ask people to use toilet at home or on the way in (church)
- People not wait in welcome area to fulfill tasks (church)
- No collective singing during services. Use piano or organ only, small group singing, or videos or recordings, or speak hymns(church)
- No loud music that could cause people to raise voices (centre)
- Stewards direct people to exit building in an ordered way. (church)
- Doors kept open to increase airflow

Risk – People transmitting Covid-19 through touching surfaces (1)

Mitigation Actions:

- Remove toys and leaflets and unneeded furniture
- Sanitiser placed at entrance and exit and signs reminding people to use sanitiser
- Toilets supplied with disposal hand towels or dryers
- Ensuring there are handwashing facilities that provide running water, soap and paper towels and reminding to wash regularly for 20 seconds.
- Use signs and posters in toilets to increase awareness of good handwashing technique
- Doors kept open where possible to reduce contact with door handles
- Use signs and posters in the building to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands.
- Provide tissues in the building. Provide lidded bins for Catch it / Bin it
- No distribution of service sheets. One steward who has washed hands can put them round seats beforehand (church)

Risk – People transmitting Covid-19 through touching surfaces (2)

Mitigation Actions:

- Setting clear guidance for the cleaning of toilets, and other places to make sure they are kept clean. People to clean with spray or wipes after use.
- No passing of collection bag. Collection into basket and then put into bag. Not counted until after 72 hours. (church)
- Regular cleaning of surfaces that are identified as being touched regularly with Covid-19 sanitiser spray.
- Building not used again for 72 hours or building cleaned between uses. Rota of cleaners need to be in place to ensure regular cleaning
- No serving of food and drink items prior to, during or after the service. (church)
- Clean bibles and hymnbooks available for people wanting to take one – leave for 72 hours between use
- No pew bible. People bring own bible or have sheet from office to read. (church)
- Microphones and other equipment kept to a single individual. AV person to wash or sanitise hands before giving out microphones. Preacher to sanitise and put on mic themselves (church)
- Prayer requests can be emailed or phoned in to the Minister or prayer group leader beforehand either for public or private prayers. Prayer box and book not used. (church)
- Either one AV person go to the balcony, or two who sit 2 meters apart. Also take care and only handle handrails if required (church)

Risk – Covid-19 transmitted through waste

Mitigation Actions:

- Everyone asked to take waste home with them if possible
- All waste to be assumed contaminated and handled appropriately
- Anyone handling waste to be trained in suitable working practices
- All waste handled with suitable PPE
- All bins lined with disposable liners and all waste double bagged prior to disposal and kept for 72 hours prior to disposal in general waste.

Risk – People not in place to manage Covid-19 guidelines

Mitigation Actions:

- Cleaners need to have signed off to Covid Safe guidelines before work – this needs more thought with help of expert
- If cleaners not available, then cannot go ahead with next event in 72 hours
- Keep records of who has carried out cleaning and the tasks completed and when
- Stewards need to have read this risk assessment with guidelines (church)
- If stewards not available, then cannot go ahead (church)