



LITTLE TRINITIES (Sunday School)

Covid-19 Risk Assessment

Completed by: The Reverend Katy Cunliffe with Kay Whitby

Signed off by Brian Mills, Doreen Lewis (Church Wardens), Chris Hodges (PCC H&S rep) and John Brierley (H&S advisor)

The church hall can only be opened if, following a COVID-19 risk assessment, it is considered that it can open safely in a 'covid secure' way. For the purposes of this, church halls are covered by the government's guidance for multi-purpose community facilities.

14/09/20 Risk assessment draft, taking into account measures in the hall risk assessment
24/09/20 Risk assessment updated following consultation.

Area or people at risk	Risks	R A G	Controls		Action by who?	Completed – date & name	R A G
Arrival – all people	<p>2m Physical distancing is not observed as people congregate before entering the premises and on entry.</p> <p>Porch ‘pinch point’ with insufficient room for 2m distancing.</p> <p>Door handles</p>		<p>Clear time to be given for earliest arrivals (10.45 am) so people do not arrive before the tables are out ready for them. Leaders to ensure room is set up and doors are open for that time.</p> <p>One leader to stand outside to supervise arrivals and guide people through (especially the first few weeks). The other leader to be in the hall, showing people to their tables.</p> <p>One family in porch at a time to sanitise and straight through to the hall, to their table.</p> <p>Inner and outer doors both to be kept open so there is no need for people to touch the handles.</p>	<p>To be communicated to families</p> <p>Displayed on posters. Leaders to also advise people on arrival.</p> <p>Door wedges are available for use</p>	<p>KW</p> <p>KW</p> <p>KC KW</p> <p>KW</p>	<p>Ongoing</p> <p>14/09/20 Ongoing</p> <p>Ongoing</p>	

All areas and all people - potential transmission of virus	Other people with the virus		No entry (to families or leaders) who have symptoms or who have been told to isolate.	Posters displayed on outdoor doors. Families to be notified and reminded regularly.	KC KW	14/09/20	
			2m distancing to be observed	Tables to be set up in advance, maintaining 2 m distancing between them. One household / bubble at each table. This means the maximum number of families that can attend each week is 6. Places will need to be booked with KW on a week to week basis.	KW	Ongoing	
			Face coverings to be worn by all those aged 11+ unless exempt. Leaders may remove them when speaking / leading but must wear at all other times.	An adult must attend with each household / bubble. They are responsible for supervising their own children. Leaders will lead the session but, unless an emergency, will maintain a 2m distance. To be communicated to families.	KW	Ongoing	
			2m distancing to be observed at all times.	Cleaning equipment and PPE is in the cupboard in the main hall.	KW	Ongoing	
	Frequently touched surfaces		Door handles, light switches, window catches, tables, chairs, toilet and any other regularly touched services are to be cleaned at the start and end of each session, before families arrive and after they have left.	Fabric chairs will not be used.			
	Poor ventilation		Windows to be kept open during the session.		KW	Ongoing	
			If at all possible, taking into account the weather and the children attending on a particular day, the main doors and / or the fire exit doors should also be kept open during the activity to allow good ventilation.		KW	Ongoing	

	Sharing of resources		<p>Each table (and therefore household / bubble) will have their own set of resources for the session. These will be prepared each Wednesday and then quarantined for 72 hours prior to the Sunday. After the Sunday, they will be quarantined until the Wednesday, when they are prepared for the next session. If, for some reason, it is not possible to quarantine them for 72 hours, they will be cleaned.</p> <p>Access to the committee room is not possible on a regular basis. Any resources needed regularly must be brought and removed each week. Occasional access can be given to one person.</p>	<p>The whole session will be run with people at their tables. Activities will be suitable for taking place in this way.</p>	KW	Ongoing	
Kitchen	<p>Sharing and serving of food and drink</p> <p>Small area makes distancing impossible</p>		<p>There will be no food or drink served at Little Trinities.</p> <p>The kitchen will not be used at all unless in an emergency, when one nominated person will access.</p>		KW	Ongoing	

Toilets – all users	<p>Physical distancing difficult</p> <p>Surfaces in frequent use – door handles and locks, light switches, basins, toilet handles, seats, baby changing surfaces etc</p>	<p>Frequently touched surfaces in the toilet to be cleaned before families arrive and after they have gone.</p> <p>Only the disabled toilet to be used. This limits the number accessing toilets one person / household (if a young child) at a time.</p> <p>Children who may need assistance or supervision must be accompanied by an adult from their own household or bubble.</p> <p>Each person to wipe areas touched after each use eg flush handle, taps etc. Anti bac wipes are provided and kept in toilet. In the case of children, this should be done by their own responsible adult.</p>	To be communicated to families.	KW		
Return to Church for Communion		<p>Little Trinities will, for the time being, come up to church for the distribution of communion, rather than at the peace. All their things (including anything they have made) must be taken from the hall at this point and kept with them.</p> <p>When it is time to come up to church, Little Trinities walk up together, distancing between families. They queue outside until it is time for the distribution. They then go forward one family at a time to receive Communion / a blessing and go sit in a vacant seating area for the remainder of the service. As one family goes forward, the next can go to wait by the font.</p> <p>The number of families attending will be known in advance and seats will be reserved in church for those that do not have other family members in church.</p>	KW / Wardens	Ongoing		