



LOCKINGCASTLECHURCH

Covid-secure Plan and Risk Assessment for Locking Castle Church

Version 12 issued Monday 10th Jan 2022

Next planned review – Monday 7th February 2022

Version Control (For prior version controls see Version 7, available from the LCC office):

08/03/21 Version 8 Approved by ECC	10/05/21 Version 9: Updates following ECC - Main room nos, Chair sanitising.	19/07/21 Version 10 Rewritten following ECC 12/07 and Step 4 19 th July	13/12/21 Version 11 Rewritten following ECC 13/12 And Omicron variant 8 th December	10/1/22 V12 Updated Isolation guidance		
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Introduction

The Trustees and Ecumenical Church Council of Locking Castle Church (ECC) are committed to ensuring safety and security of everyone using the church buildings during and following the Covid-19 Pandemic.

Following the Government announcements on 8th December 2021, and the raising of the Covid alert level to 4 due to the Omicron variant, the ECC plans to observe denominational guidance and monitor the situation carefully over subsequent weeks.

This Covid-secure plan and risk assessment draws upon both the roadmap, latest guidance and its implications for churches and community centres whilst taking into account previous guidance and best practice.

On 16th July 2021 the Church of England released 'COVID-19 guidance for opening and managing church buildings v2.3' which may be found at

https://www.churchofengland.org/sites/default/files/2021-12/COVID%2019%20Guidance%20v2.3_1.pdf .

The ECC have considered the issues carefully, examined the risks and drawn up the following Covid-secure plan for the premises.

Council Resolutions

The ECC met on Monday 13th December 2021 and agreed to the following resolutions for public worship and use of the building:

Face coverings should be worn in the building by everyone over 11 years old unless exempt. (Appropriate use of face coverings is detailed in the measures below.)

Although legal social distancing measures have been removed the council agreed that 9.00am Sunday 'distanced' communion services will continue to be offered for those wishing to socially distance. This service is particularly suitable for those who are more vulnerable or those who wish to come to a service where greater distancing is possible.

10:30am services will continue with greater distancing for the rear 2 rows near the window ventilation for those wanting to maintain greater social distancing. Weekly 10:30am online live-streaming will be continued.

The council also agrees that Hirers and church groups can access the community hall and meeting rooms providing they agree to:

1. follow the measures in this document
2. conduct their own risk assessment and follow their own Covid secure plan which supplements the measures outlined in this document. The plan should apply the following headings specifically for the group activity:
 - a. Meeting management including any mandatory Track and Trace procedures
 - b. Hygiene including the use of hand sanitisers or washing facilities, toilet arrangements and cleaning before, during and after the activity
 - c. Activity specific measures such as the safe use of toys and sports equipment
 - d. Measures for the safe and hygienic provision of any refreshments offered during an activity.
 - e. Keeping the ECC informed of plans
 - f. Action planning in the event of any reported incidents or Covid infections
3. name the person responsible for managing the group activities, distancing and hygiene measures
4. liaise with the Hall Bookings manager to book all meetings and agree cleaning arrangements

Measures for all users

The following measures are in place from December 13th and will be reviewed at least monthly:

Meeting Management

1. Anyone with symptoms should refrain from attending.
2. Group leaders are encouraged to keep a register of all those attending for track and trace purposes for 21 days after the meeting, managed or disposed of in accordance with GDPR regulations. This will enable the activity leader to be able to provide a full list of names and contact numbers if requested by the Public Health authority at any time.

Social Distancing

3. Users of the building will be encouraged to maintain sensible social distancing according to the current Covid alert level within the curtilage of the church where practical and helpful.
4. **Face coverings** should be worn in the building by everyone over 11 years old unless exempt.
5. Face coverings may be temporarily removed by the worship team whilst leading singing and by those participating in leading services or group activities where necessary to facilitate clear communication. Face coverings may be removed temporarily whilst drinking or consuming food.
6. A simplified one-way system for use of the main church room will be offered for services – enter via the main double doors, exit via Room 1.

Hygiene

7. Hand Sanitiser will be available at each entrance.
8. Sanitiser wipes will be placed in each toilet area with signage asking people to wipe round after use.
9. Hall manager to ensure toilets are cleaned on a schedule in agreement with named users, staff & volunteers
10. Windows to be opened during meetings to allow fresh air to circulate taking into account the temperature of the room and risks to health from getting cold.

Refreshments

11. Where the provision of refreshments is a vital aspect of the group function, measures should take into account best practice from the hospitality sector guidance and include the following:
 - i. Minimising potential contamination risks from those preparing or serving foodstuffs. Food should be prepared according to the Locking Castle Food Safety Management system with particular attention to hand washing and wearing face coverings during preparation.
 - ii. Those serving refreshments should wear personal protective equipment and avoid creating unnecessary queues or crowding.

Keeping the ECC informed of plans.

12. As the Trustees of the church, the Ecumenical Church Council is responsible for ensuring the safety and care of all those who attend church activities or use the premises. For insurance purposes, the ECC must be informed of group plans and activities and reserves the right to withdraw permission for an activity to take place at any time.

Additional Measures for Services

13. Chairs will be set out to allow options for people to sit together or socially distanced. 20 single chairs will be available with approx. 100 chairs available for 10:30am services.
14. Hand Sanitiser Gel should be readily available in preparation for serving communion
15. Communion arrangements:
 - a. Minister breaks a roll during the Eucharistic prayer, and blesses pre-cut bread pieces + gluten free wafers to the side at the same time ready for distribution.
 - b. Pre-cut bread + gluten free wafers on bread boards distributed at arm's length.
 - c. Small cups for communion will be distributed across holders to reduce risk of touching any other cup (2 holders each).
 - d. Servers to sanitise their hands and wear face coverings whilst distributing
 - e. Empty small cups to be dropped in a washing up bowl ready for washing up after the service.
16. Service booklets placed on chairs prior to the service and collected in a basket for quarantining after use.
17. Online streaming of services will continue for those unable to attend in person.
18. Contactless Giving will be encouraged via Online donation, Standing order, Bank Transfer or Givt App. A giving basket will be placed by the exit doors for cash donations and envelopes.
19. The PA system will be used with the loop system enabled. Microphone disposable covers should be swapped out between users.
20. Duty team to have nominated back ups in case of sickness or absence.
21. Baptisms may take place during acts of public worship in line with Advice for Clergy Conducting Baptisms.

What to do in case of someone reporting Covid-19 symptoms.

22. If a group member or attendee develops symptoms, they should
 - a. Inform their group leader as soon as possible
 - b. Take Covid test as soon as their symptoms start. They may be asked by the NHS Test and Trace service to provide details of anyone who they have been in close recent

contact with. This refers to anyone who meets the definition of a close contact. Eg. A close 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others). Group leaders may be contacted to establish the contact details of anyone who has been within 1m of the person for more than 15 minutes.

- c. Refrain from coming to the church and self-isolate according to current government guidelines.
23. Group leaders should inform the Lead minister Tom Yacomeni on 07786 806640 or Emily Cumberbatch on 07905 516624.
 24. Whilst the symptomatic person goes for a Covid test, the group leaders will be on alert for any others from the affected group who might report Covid symptoms.
 25. If the case is confirmed positive, Track and Trace teams may get in touch with the group leader to ask for details of close contacts and the details of the meeting. They may ask others attending the meeting to self-isolate according to government guidelines.
 26. If a second confirmed case is reported, then according to the ['early outbreak guidance for places of worship'](#) (see Appendix) Tom or Emily will contact PHE South West Centre Health Protection Team in Bristol on **0300 303 8162 option 1 then option 2**, as a local outbreak may be suspected.
 27. The local PHE HPT team will work with us to assess the risks and advise what action to take. Steps can include
 - d. Enhanced cleaning, hygiene, ventilation and hand washing regimes
 - e. Additional measures to limit access to the premises – such as quarantining rooms and areas affected.
 - f. Temporary closure of the premises

APPENDIX 1

General guidelines to prevent the spread of COVID-19:

There are important actions that everyone should take at all times to help prevent the spread of COVID-19. Refer to [Working safely during coronavirus](#) guidance or search the title on GOV.UK. This has practical steps to take and explains how you must carry out a COVID-19 risk assessment for your organisation.

The information contained on this card is specifically in relation to an outbreak, and should not replace health and safety and infection steps you already take, or have implemented as a result of consulting the 'Working safely during coronavirus' guidance.

Information your local PHE HPT may request from you:

Details of your organisation

- name of organisation
- location (including postcode and Local Authority)
- key contact details: name, phone number, email
- number of staff, volunteers, typical size of congregation and notable demographic factors

Details of the cases

- contact details of the people affected, where appropriate
- when the individual(s) became unwell
- when they were last present on the premises
- nature of the roles/job undertaken by any staff/volunteers affected
- known links between the individual(s) with COVID-19 (in or out of the premises)
- number of people with which the individual(s) had close contact
- nature of the environment (for example layout and nature of the building)
- details of control measures
- has there been any contact with other agencies? for example Local Authority, Health and Safety Executive (HSE)

Types of actions you may need to put in place include:



Enhanced hygiene, hand washing and cleaning regimes, and use of personal protective equipment (PPE).



Increased staff/volunteer/visitors' awareness of and adherence to preventative measures.



Additional measures to limit access to the place of worship.



Temporary closure of the premises.

To access more information refer to the guidance below or search the titles on GOV.UK:

- [guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- [coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- [COVID-19: guidance for mass gatherings](#)
- [COVID-19: guidance for the safe use of places of worship during the pandemic](#)

Last updated: 25/8/2020