

RISK ASSESSMENT

Title	Children's & Youth Work – COVID 19 Risk Assessment		
For	Arnold Road Evangelical Church		
Revision	1.2	Responsible Person Name:	
Revision Date:		Signature of Responsible Person:	

Revision History		
Revision Number	Revision Date	Revisions
1.0	25 th August 2020	Original Version
1.1	28 th August 2020	Corrected reference to 'stewards' in section 6. Updated section 4 to use 'Test & Trace' terminology. Removed the 'Face Coverings' section in line the Government Guidelines ' <i>Protective measures for holiday and after school clubs, and other out of school settings during the coronavirus</i> ' (referred to as OOSS).
1.2	3 rd September 2020	Amended section 2 'Building Capacity' to 'Group Capacity' and revised control measure in line with OOSS Guidelines. Also amended section 11 to include promotion of the Clean it Bin it Kill it approach.

Hazard	Who might be harmed	Control No	Controls Measures	Action by who?	Status
Spread of COVID-19 Coronavirus	<ul style="list-style-type: none"> Children & Youth Parents Workers & Helpers Other building users (TLG/Church) 				
		1	<p><u>Limitation of Building Use:</u> The children's and youth events are to be limited to the main hall, the lobby and link room to avoid interaction with TLG used spaces.</p> <p>The events will not involve overnight stays or camping</p>	Everyone	Ongoing
		2	<p><u>Group Capacity:</u> Groups of children & youth will be limited to 15 plus the adult supervisors. Multiple groups can use the shared space providing social distancing be observed.</p> <p>If more than one group is in attendance they will not mix together, unless absolutely necessary.</p>	Supervisors	In Place
		3	<p><u>Managed Attendance:</u> Attendance at the events will be by invitation only including all supervisors and helpers</p> <p>Anyone with relevant symptoms should not attend the event. A warning sign is erected at the church building main entrance</p> <p>Events will have a specified start and finish time to aid the managed arrival/departure or drop off/collection by parents/guardians</p>	Event Organiser	Ongoing
4	<p><u>Test & Trace:</u> The contact details of those attending will be recorded for each event for the purpose of being prepared to co-operate with the UK Governments Test & Trace scheme. Participation in this will not be optional. The information recorded will be kept for 21 days and in accordance with GDPR requirements</p>	Event Organiser	In Place		

		5	<p><u>Building Opening & Closing:</u> The event organiser or a designated supervisor will open and close the building specifically for each event and will secure internal doors (except toilets) in an open position to avoid multiple persons having to touch them</p>	Event Organiser	Ongoing
		6	<p><u>Ventilation:</u> The event organiser or a designated supervisor will open windows (weather permitting) when preparing the building for the event</p>	Event Organiser & Supervisors	Ongoing
		7	<p><u>Seating:</u> The arrangement of seats will be modified to ensure social distancing. During the event individuals, households or those in social 'Bubbles' will be able to sit together. During the event the group the individual groups will remain socially distanced by 2m</p>	Event Organiser & Supervisors	Done
		8	<p><u>Signage:</u> Specific COVID 19 information signs will be placed in strategic places to inform those entering and using the building of the key measures in place</p>	Event Organiser	Done
		9	<p><u>Entrance & Exit Control:</u> Entrance to the event will be through the main doors only. A designated supervisor will be positioned at the entrance to direct those attending to their assigned seats and remind of handwashing/sanitising on arrival At the end of events a designated supervisor will ensure parents arriving to collect children wait outside and encourage them to maintain social distance where necessary</p>	Event Organiser	Ongoing
		10	<p><u>Activities:</u> Activities & games that require the breaching of social distancing between individual groups will not take place. Other games and activities that can be carried out within or between groups will be arranged and organised. The permitted activities and games will not involve live performances or require singing, shouting the use of any wind instruments or sharing of materials or resources between the individual groups. For craft activities each child will have their own individual labelled bag with their name and equipment inside to use</p>	Event Organiser	Done

		11	<p><u>Notices & Reminders:</u> During the event the Organiser/Supervisors will provide reminders about the control measures</p> <p>The Organisers/Supervisors will also promote the 'Catch it Bin it, Kill it' approach, by reminding the children/youth to bring tissues and dispose of them in a bin and wash their hands as soon as they can</p>	Event Organiser & Supervisors	Ongoing
		12	<p><u>Hand Sanitisation:</u> On arrival anyone entering the building must apply hand sanitiser from the dispenser provided in the lobby</p>	Everyone	Ongoing
		13	<p><u>Social Distancing</u> Observation of 2-metre gap between any individuals (except those from the same household/bubble)</p>	Everyone	Ongoing
		14	<p><u>Food & Refreshments:</u> Those attending will bring their own food or will be distributed by a supervisor or helper wearing a face covering and gloves and having sanitised their hands prior to distribution.</p>	Event Organiser & Supervisors	In Place
		15	<p><u>Hand Washing:</u> Hand washing facilities with soap and water are in place. Drying of hands using the automatic air dryers only.</p> <p>All towels & tea-towels have be removed</p>	Everyone	In Place
		16	<p><u>Cleaning</u> After each event the Organiser will ensure that all surfaces such as door handles, light switches, reception area, seat backs and bathroom surfaces are wiped down using the appropriate cleaning products provided.</p> <p>A cleaning checklist is available in the lobby</p>	Event Organiser	In Place