

## RISK ASSESSMENT

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|----------------|--|----------------------------------|--|
| Title          | <b>Children's &amp; Youth Work (Good News Club &amp; Fridays) – COVID 19 Risk Assessment</b> |                                  |  |
| For            | <b>Arnold Road Evangelical Church</b>  |                                  |  |
| Revision       | 1.5  | Responsible Person Name:         |  |
| Revision Date: | 28 <sup>th</sup> May 2021  | Signature of Responsible Person: |  |
|                |  |                                  |  |

| Revision History |                             |  |
|------------------|-----------------------------|--|
| Revision Number  | Revision Date               | Revisions  |
| 1.0              | 25th August 2020            | Original Version   |
| 1.1              | 28th 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 'Protective measures for holiday and after school clubs, and other out of school settings during the coronavirus' (referred to as OOSS). |
| 1.2              | 3rd 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.  |
| 1.3              | 23rd April 2021             | Amended title to name specific groups covered by this Risk Assessment. Revised item 1 to include a note about outdoor activities. Updated the text in Point 3 regarding COVID symptoms. Add point 17 regarding Clinically Vulnerable Persons.  |
| 1.4              | 25 <sup>th</sup> April 2021 | Reinstated the section 7 'Face Coverings' and updated to include requirements for children in year 7 and above.  |
| 1.5              | 28 <sup>th</sup> May 2021   | Updated following easing of restrictions on 17 <sup>th</sup> May 2021: 1. Amended the capacity in Section 2.   |

References:

- <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
- <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#parent-and-child-groups>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-outbreak>
- <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-2-december>

| Hazard                         | Who might be harmed  | Control No      | Controls Measures   | Action by who?                | Status   |
|--------------------------------|--|-----------------|---|-------------------------------|----------|
| Spread of COVID-19 Coronavirus | <ul style="list-style-type: none"> <li>Children &amp; Youth</li> <li>Parents</li> <li>Workers &amp; Helpers</li> <li>Other building users (TLG/Church)</li> </ul>  |                 |   |                               |          |
|                                |  | 1               | <u>Limitation of Building Use:</u><br>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. The grass area at the front of the building will also be used and outdoor activities encouraged where possible.  | Everyone                      | Ongoing  |
|                                |  | 2               | <u>Group Capacity:</u><br>Groups of children & youth will be limited to 35, not including the adult supervisors.  | Event Organiser & Supervisors | In Place |
|                                |  | 3               | <u>Managed Attendance:</u><br>Attendance at the events will be by invitation only including all supervisors and helpers<br><br>Those attending will be reminded not to attend if they have COVID symptoms, had a positive test result, are self-isolating, have been advised to self-isolate or required to quarantine within the last 10 days. This requirement applies to persons of all ages.<br><br>Events will have a specified start and finish time to aid the managed arrival/departure or drop off/collection by parents/guardians | Event Organiser & Supervisors | Ongoing  |
|                                |  | 4               | <u>Test &amp; Trace:</u><br>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  | Event Organiser               | In Place |
| 5                              | <u>Building Opening &amp; Closing:</u><br>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 | Event Organiser | Ongoing   |                               |          |

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|  |  | 6  | <p><u>Ventilation:</u><br/>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>Face Coverings:</u><br/>Face masks are only recommended in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. In situations where social distancing is not possible, for example entrance and exit points</li> <li>2. A temporary requirement is introduced in response to a localised outbreak, including virus variants of concern</li> </ol> <p>Face visors or shields should not be worn as an alternative to face coverings. However, they can be worn by those exempt from a face covering.</p> | Event Organiser & Supervisors | Ongoing |
|  |  | 8  | <p><u>Seating:</u><br/>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.<br/>During the event the group the individual groups will remain socially distanced by 2m</p>   | Event Organiser & Supervisors | Done    |
|  |  | 9  | <p><u>Signage:</u><br/>Specific COVID 19 information signs has been placed in strategic places to inform those entering and using the building of the key measures in place</p>   | Event Organiser               | Done    |
|  |  | 10 | <p><u>Entrance &amp; Exit Control:</u><br/>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</p> <p>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 |

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|  |  | 11 | <p><u>Activities:</u><br/>Activities &amp; 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.</p> <p>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     |
|  |  | 12 | <p><u>Notices &amp; Reminders:</u><br/>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  |
|  |  | 13 | <p><u>Hand Sanitisation:</u><br/>On arrival anyone entering the building must apply hand sanitiser from the dispenser provided in the lobby</p>   | Everyone                      | Ongoing  |
|  |  | 14 | <p><u>Social Distancing</u><br/>Observation of 2-metre gap between any individuals (except those from the same household/bubble)</p>  | Everyone                      | Ongoing  |
|  |  | 15 | <p><u>Food &amp; Refreshments:</u><br/>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 |
|  |  | 16 | <p><u>Hand Washing:</u><br/>Hand washing facilities with soap and water are in place. Drying of hands using the automatic air dryers only.</p> <p>All towels have been removed from the toilets.</p>  | Event Organiser & Supervisors | In Place |

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|  |  | 17 | <p><u>Cleaning</u><br/>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 |
|  |  | 18 | <p><u>Clinically Vulnerable Persons:</u><br/>Those attending who are clinically vulnerable, including pregnant and breastfeeding women can still attend, but will be encouraged to take extra care to practise good hand and respiratory hygiene and observe more carefully social distancing</p>     | Event Organiser | In Place |