

RISK ASSESSMENT FORM

Name of event: Junior Church Good Friday Session Date of event: 2/4/21 Time of event: 110-11am (plus set up and cleaning time for leaders) Location: St Alban's church, Westbury Park, outdoor areas only	No. of Persons at Risk: expected max 30 children/6 leaders/stewards Note: Activities that pose risk to more than one person or members of the public should be afforded High Priority See 'RISK RATING INFORMATION' at end of document	Assessment Number: Emm Assessment Date: 24/03/21 Updated: Assessor: Lucy Russell
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Activity/Process	Areas of Risk	Likelihood, severity & risk*	Steps to reduce risk	Person Responsible	Signed off when done
Risks related to Covid-19					
Attendance of children and leaders at JC session at the venue	A clearly ill infected person attending the event	2x3=6	Remind parents in registration information that children should not attend if they or anyone in their household have a persistent cough, temperature or loss of taste or smell. Leaders also to be reminded (see below re leaders). Welcomer/leaders to keep an eye out for anyone obviously ill particularly anyone coughing and ask parent if they have coronavirus symptoms.	Ian Taylor/all session leaders	
Attendance of children and leaders at JC session at the venue	A person at higher risk of serious ill health from COVID-19 attends and comes into contact with an infected person.	2x4=8	Ask parents and leaders at online registration to inform us if they or their children have any underlying medical conditions which might put them at greater risk – or are in a shielding group or pregnant. These people should be contacted to be reminded that there is a greater risk from attending and then discuss whether it would be better for their child not to attend.	Ian Taylor	
Attendance of children and leaders at JC session at the venue	A person who should be self-isolating attends	1x3=3	Inform parents and leaders in pre session information that people who are needing to self isolate or in a household where someone is in this category should not attend the event.	Ian Taylor	
Attendance of children and leaders at JC session at the venue	A child who has not been pre-registered arrives and is unaware of the conditions of attendance	1x3=3	All children required to register before the event. Full details only available to those who have registered in advance. If unregistered children arrive at venue, parents to complete online registration before admittance to event.	Lucy Russell/all session leaders	

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Attendance of children and leaders at JC session at the venue	Individual becomes unwell with suspected Covid-19 symptoms during a session	1x3=3	<p>Follow guidance: parents should be contacted and the individual sent home. While awaiting collection, they should be moved, if possible, to a space where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is more than 2 metres away from other people and as far as reasonably practical.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Face shield, face covering, disposable apron and gloves should be worn by adult caring for the child while they await collection if a distance of more than 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In response to a presence of a potential COVID-19 case follow advice of Public Health England contained in the following document regarding notification procedures which includes the regional office contact number.</p> <p>Carry out actions as directed by them such as closing church for 72 hours, cleaning to higher standard in line with requirements.</p>	Lucy Russell	
Attendance of children and leaders at JC session at the venue	Spreading or picking up virus by touching surfaces at venue used by multiple groups/users.	2x3=6	All parts of the event taking place outside where virus less likely to be present on surfaces. (Toilets only to be used in emergency-see below)		

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Attendance of children and leaders at JC session at the venue	Spreading or picking up virus by touching surfaces	2x3=6	<p>Minimise equipment needed. Children to bring own pencils. Booklets and activity sheets to be distributed by one leader with sanitised hands. One leader to set up laminated pictures with sanitised hands, children not to touch images when completing the trail.</p> <p>Use of games equipment is permitted and can be used and shared within the group. Equipment must be cleaned or quarantined after use. Children should sanitise hands before and after games using equipment</p> <p>Children will be required to use hand sanitiser on arrival and maintain good hand hygiene. A second slot for hand cleaning will be included part way through the session. Children will be reminded not to touch face unless hands are clean.</p> <p>Children may bring their own water bottle. Snacks will not be needed. Children will be asked to bring their own stationery supplies. (additional supplies will be available if children have forgotten, but these will need to be cleaned or quarantined for 72 hours after use)</p>	<p>Lucy Russell/all session leaders</p> <p>All session leaders</p>	
Attendance of children and leaders at JC session at the venue	Spreading or picking up virus through droplets transmitted through air	2x3=6	<ul style="list-style-type: none"> • Event is taking place outdoors • Maintain social distancing of 1m+ where possible during the session (it is acceptable for younger children not to distance within the group) • Remind children not to touch one another or adults • Always cough or sneeze into tissue and dispose of immediately, then wash or sanitise hands. • All above procedures to be reviewed with children at start of session using age appropriate reminders/visuals. • Face coverings not required for children under 11 and for those leading events in places of worship and in settings working with children • Follow guidance on group sizes (max 15 including adults) to mitigate for harder social distancing with children. 	Lucy Russell/All session leaders	
Attendance of children and leaders at JC session at the venue	Exceeding the maximum group number of 15 children (plus leaders) by parents entering the venue with unsettled child	2x3=6	Clear communication to parents (especially of young children) that children must be dropped at the door and they will not be permitted to enter with their child. If children are not able to enter the venue without a parent they will be advised not to attend.		

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Attendance of children and leaders at JC session at the venue	Exceeding the maximum group number of 15 children by groups mixing on site	2x3=6	Two separate groups on site but using different areas with prearranged transition times between activities (story trail in garden area, games in maze area). No mixing between groups expected	Lucy Russell/All session leaders	
Arrival/departure	Adults and children gathering outside the building at arrival/departure leading to the spread or picking up of virus.	2x3=6	Parents reminded in pre session information to maintain 2m social distancing when collecting/dropping children. Children will be released to parents in orderly manner, called by name to meet parents.	Lucy Russell/All session leaders	
Welcome and discussion time	Spreading or picking up virus due to aerosol/close contact or surface transmission eg from equipment	2x3=6	Children encouraged to maintain distance during welcome game and discussion time-standing in starfish shape. Game to use large visible equipment so children can see/participate from distance. Consider use of cones to stand by to help positioning. Leaders to be vigilant during these parts of the session and reinforce expectations of distance.	Lucy Russell/All session leaders	
Games	Spreading or picking up virus due to aerosol/close contact or surface transmission	2x3=6	Children encouraged to maintain distance during games. No games with direct physical contact. Use of games equipment is permitted and can be used and shared within the group. Equipment must be cleaned or quarantined after use. Children should sanitise hands before and after games where equipment has been touched.	Lucy Russell/All session leaders	
Story Trail	Spreading or picking up virus due to aerosol/close contact or surface transmission eg from equipment	2x3=6	Children will be asked to bring their own pencils. Children will have individual activity sheet/booklet. Children instructed not to touch laminated pictures around the site. Children encouraged to maintain distance from each other while completing the trail. Leaders may start trail groups in pairs or 3's with a short gap between them to avoid 'bunching' Leaders to maintain social distance from children as much as possible.	Lucy Russell/All session leaders	
Toilet use	Spreading or picking up virus due to aerosol/close contact or surface transmission	2x3=6	Toilet available only for emergency use. Clean toilet and wash basin before session in case of use, and after session if used Congestion in toilet area during meeting unlikely. Leaders to monitor and control flow to toilets as usual. Ensure children wash hands thoroughly after using toilet. Parents requested to ensure children use toilet at home before the session.	Lucy Russell/All session leaders	
Snacks and drinks	Spreading or picking up virus due to close contact or surface transmission	2x3=6	Children may bring their own water bottle. Snacks will not be needed. Water bottles may not be shared. If children have forgotten and need a drink, a leader will wash their hands before supplying them with water in a disposable cup and make sure any touched surfaces are cleaned.	Lucy Russell/All session leaders	

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session leaders	All risks relevant to children as above	2x3=6	<p>Session leaders to follow all guidance as detailed above for children re attendance and hygiene. Adults to maintain social distancing from other adults and children as much as possible particularly when addressing whole group to maintain normal volume of speaking.</p> <p>All session leaders to read this document and review verbally in briefing before the session.</p> <p>Have back up plan in event of a leader needing to self isolate or becoming unwell eg replacement leaders on standby, clear plan and resources available for other leaders to use, or cancel event. Emphasise to leaders that they should not feel duty bound to attend when potentially unwell.</p>	Lucy Russell/Lucy Russell	
Protection of community preschool	Cross-contamination of preschool venue by other site users	2x3=6	All session leaders to be made aware of preschool room (Wells room area) to be out of bounds to all persons.	Lucy Russell	
NHS Test and Trace requirements	An infection spread at church may be spread further without isolation of potentially infected people	2x3=6	Parents and leaders have given ongoing consent for name, telephone number and time at building to be passed to NHS Test and Trace were we to be contacted.	Ian Taylor	
Notification after the event of a known or suspected COVID case in an attendee	Other people involved in the event catching COVID and subsequent infections	2x3=6	<p>Follow advice of Public Health England contained in the following document which includes the regional office contact number.</p> <p>Carry out actions as directed by them such as closing church for 72 hours, cleaning to higher standard in line with requirements.</p>	Simon Russell and Emma Langley	
Non-Covid-19 related risks					
Games time	Injury from slips trips and falls	2x2=4	<p>Children reminded of safe movement during games</p> <p>Leaders to ensure areas for games are clear of obstruction and hazards.</p> <p>First aid kit to hand.</p>	Lucy Russell/All session leaders	
Attendance at outdoor session on sites with public access	Injury from broken glass or other litter items		Leaders to carry out site safety check before the session and remove any visible hazards. Children reminded not to pick up any glass or other litter hazards. Monitor youngest children closely.	Lucy Russell/All session leaders	

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Attendance at outdoor session on open site	Children leaving the site unaccompanied		Clear boundaries on site marked with cones or other barriers and communicated to children which areas which are out of bounds. Leaders to wear Hi-vis to be easily visible. Leaders monitor children and head count at regular intervals. At least one leader to have designated stewarding role during the session to be vigilant regarding site safety, especially in relation to site access points. Children to be dropped off and collected by known adult.		
Attendance at outdoor session on open site with public access	Disruption by unknown individual not expected at the event	1x3=3	At least one leader to have designated stewarding role during the session to be vigilant regarding site safety. Leader to politely explain nature of event on site and the need to safeguard the group.	Lucy Russell/all session leaders	
Attendance of known child with history of flight risk at the venue	Flight risk of child	2x3=6	Discussion with parent to ascertain current risk of flight. If flight is deemed likely by parent or leader, parent to remain close by phone on in case child becomes dysregulated and needs assistance. Contact phone number for parent available to all leaders during the session	Lucy Russell	
Attendance of known child with SEN at the venue	Child is not able to follow expected behaviours as outlined above.	2x3=6	Discussion with parents in advance of the session. Clear understanding that if child is unable to follow reasonable requests it may not be appropriate for them to attend session and this will be kept under review. Review provision for child in discussion with parents to ensure appropriate support is given (eg use of visual prompts to support child)	Lucy Russell	
Attendance of children and leaders at JC session at the venue	Safeguarding of children	See separate risk assessment	See separate risk assessment	Ian Taylor	
Attendance of children and leaders at JC session at the venue	Illness or injury by unexpected cause	1x3=3	First aider present where possible and mobile telephone to call 999. First aid kit with each group. Parents to complete medical information as part of registration and leaders to be aware of any relevant medical information. Leaders to have access to this information including emergency contact details in case of need. All session leaders to check they have a working and charged phone at the start of the session.	Lucy Russell All session leaders	

To establish Risk Rating, multiply "Likelihood" by the "Severity"	LIKELIHOOD	SEVERITY OF INJURY	RATING BANDS
	1 Most unlikely	1 Trivial injury(ies)	1&2 Minimal Risk
	2 Unlikely	2 Slight injury(ies)	3&4 Low Risk
	3 Likely	3 Serious injury(ies)	6&8 Medium Risk
	4 Most likely	4 Major injury(ies) or death	9,12&16 High Risk