

## COVID Activity Risk Assessment

<b>Activity:</b>	Little Stars Baby and Toddler Group	<b>Location:</b>	All Saints Church Hall and attached enclosed grounds	<b>Frequency:</b>	Twice weekly on a Friday
<b>Leaders:</b>	Lewis Jones (Youth and Family Community Leader)	<b>Date:</b>	09/04/21	<b>Review date:</b>	
<b>Risk:</b>	Transfer and spread of Coronavirus				
<b>NOTES:</b>	<p><b>Risks:</b> This Risk Assessment should be read in conjunction with the general Church Risk Assessment, Little Stars Activity Risk Assessment, the Hall Risk Assessment, and all advice given by the Government, the Church of England, and local authorities.</p> <p><sup>(1)</sup> Information is taken from: <a href="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#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#parent-and-child-groups</a></p>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
The Venue (Hall and Grounds)  Use of venue including access points	Users, Visitors, Leaders, Helpers	Building aired before use, and windows open.  All touchpoints will be cleaned and sanitised.  Toilet and baby change area will be cleaned and sanitised after each use				
Number of users	Users, visitors, leaders, helpers.  Too many users will result in easier spread of coronavirus.	Limited numbers of adults per session to max of 15 (not including up to 2 Leaders) <i>* 'Groups must have no more than 15 attendees. Children under five and someone who is working as part of the group, such as a group leader, are not</i>				

		<p><i>counted in the number.</i> <sup>(1)</sup></p> <p>All users will need to book their place.</p> <p>Attendance will be managed by staff and volunteers.</p> <p>Social distancing to be adhered to wherever possible.</p> <p>All users to sanitise hands upon entry and to wear masks when inside.</p> <p>At the start of each session COVID safety points will be restated – expressing 2m distancing and no gathering.</p>				
Mixing	Users, visitors, leaders, helpers.	<p>Adults asked to minimise their mixing.</p> <p>Children’s activities will be purposely arranged to minimise mixing wherever possible.</p> <p>Users will be asked to always book for the same session each week where possible to minimize mixing.</p> <p>Adults will be asked that if they attend more than one setting or group to either not come or to attend on alternate weeks to minimise mixing.</p>				
Refreshments	Users, visitors, leaders, helpers.	<p>Adults will be asked to bring a drink only for themselves in a sealed flask and individual snacks and drinks for their children.</p> <p>Snacks and drinks are not to be shared</p>				

		<p>amongst the children or adults.</p> <p>Leaders and helpers are asked not to drink during the session where possible.</p>				
Personal Items	Users, visitors, leaders, helpers.	<p>Prams will be allowed into the building, but adults will be required to leave them in the parking spaces provided in the hall during the session.</p> <p>All parents will be asked to keep handbags and baby bags away from other users.</p>				
Toys and Resources	Users	<p>Visual check of condition before each session.</p> <p>All toys to be cleaned and sanitized or quarantined for 72 hours or more before each session where possible.</p> <p>Parents aware of children sharing toys. Cleaning wipes will be made available and parents asked to wipe if they see their child chewing, licking, etc. toys.</p> <p>Quarantine box to be made available for any toys deemed not to be reused.</p> <p>Toys and resources packed and stored after each session and set to quarantine for at least 72 hours before next use.</p> <p>Any shared resources and equipment to be fully wipeable and cleaned between uses using a domestic antibacterial cleaner. Users, leaders, and helpers to sanitize their hands before and after use.</p>				

Malleable Resources (Messy Play)	Users	<p>Users encouraged to sanitise or wash their hands before and after use.</p> <p>Resources will be cleaned or quarantined after each use where possible; when not possible resources will be thrown away or recycled.</p> <p>All touch points, equipment and resources are thoroughly cleaned, dried and quarantined before used by a different group.</p>				
Singing and raised voices	Users, visitors, leaders, helpers.	<p>Users will be asked not to raise their voices above a teeny-weeny whisper where possible.</p> <p>Singing will be allowed only by the group leader and the children – other adults will be asked to participate only with actions.</p> <p>If needed the leader will make use of a microphone to be heard.</p>				
Social Distancing (two metres)	Users, visitors, leaders, helpers.	<p>Social distancing to be maintained between adults who do not live together and who are not in the same support bubble.</p> <p>All activities to be set up at least two metres apart from each another.</p> <p>Face coverings to be worn by adults, and those over 11 years, where social distancing is not possible.</p>				
Social distancing not being adhered to in car park, outside grounds,	Users, visitors, leaders, helpers.	Social distancing promoted verbally at the beginning of each session.				

<p>Church Hall, toilets, walkways, activity stations.</p>		<p>Posters promoting social distancing in clear view around inside spaces.</p> <p>Social distancing compliance to be observed and awareness raised as needed.</p> <p>Leaders, helpers, and volunteers to monitor all areas, raising awareness and promoting social distancing.</p> <p>Face coverings to be worn by all those over the age of 11 years inside.</p> <p>Verbal warnings/reminders; those who do not comply will be asked to leave.</p>				
<p>Social distancing at arrival and departure</p>	<p>Users, visitors, leaders, helpers, and any general public in the area.</p>	<p>Social distancing to be adhered to during queuing to enter. Use the painted marks on tarmac.</p> <p>Separate entrance and exit points to be used: in through main hall doors, out through hall fire exit doors.</p>				
<p>Face coverings</p>	<p>Users, visitors, leaders, helpers.</p>	<p>Face coverings to be worn by all adults, and those aged over 11 years, at all times whilst inside, or where social distancing of 2 metres cannot be managed – unless an individual has proof of exemption.</p> <p>Spare face coverings to be made available for those that may struggle to access one, have forgotten theirs, or if theirs has become unusable, e.g., damp, soiled or damaged.</p> <p>All users, leaders, volunteers, and helpers to sanitise their hands before and after</p>				

		touching their face coverings.				
Hand Hygiene	All	<p>Users informed about good hand washing and sanitisation.</p> <p>Team informed about good hand hygiene.</p> <p>Hand sanitiser available upon entry.</p> <p>Hand wipes made available.</p> <p>Hand sanitiser made available in hall.</p> <p>Hand washing facilities available in toilets.</p> <p>Hand sanitiser available upon entry and exit.</p>				
Contaminated Surfaces inside	<p>Users, visitors, leaders, helpers.</p> <p>Contact with contaminated surfaces, such as tables, chairs, doors, handrails, etc.</p>	<p>Hand sanitiser station provided on the way in and out of room in use.</p> <p>Awareness of the risk promoted by posters and verbally by the leader, along with instruction not to touch anything unnecessarily.</p> <p>Surfaces cleaned before and after each session.</p> <p>Windows open to increase ventilation.</p> <p>Hand sanitiser made available during sessions.</p> <p>Group leader only is to have contact with the register.</p>				

<p>Contaminated surfaces upon entry/exit from building</p>	<p>Users, visitors, leaders, helpers.</p> <p>Contact with contaminated surfaces, such as doors, handles, handrails, etc.</p>	<p>Hand sanitiser provided upon entry to the building</p> <p>Awareness of the risk promoted by posters and verbally by the leader.</p> <p>Surfaces cleaned before and after each session.</p> <p>Windows open to increase ventilation.</p> <p>Doors fixed open, so no contact on entry and exit is achieved.</p>				
<p>Accidental contact with other people</p>	<p>Users, visitors, leaders, helpers.</p> <p>Bumping, swiping, nudging past others.</p> <p>Forgetfulness/accidental tapping of other people (for reasons such as getting their attention).</p>	<p>Social distancing to be adhered to, promoted via the use of signs, posters and verbally from leader.</p> <p>Hand sanitiser available at all times.</p>				
<p>Exposure to Coronavirus via an infected person</p>	<p>All</p> <p>Person/s infected with Coronavirus either knowingly or unknowingly transmitting and spreading virus through touch, droplets, etc.</p>	<p>Register is taken and used for NHS Track and Trace.</p> <p>All users with a smart phone is asked to scan the QR code on NHS Track and Trace posters.</p> <p>All users always asked to wear face covering (unless exempt) whilst inside and if 2 metres cannot be adhered to outside.</p> <p>Promoting via posters and verbally of 'Catch it, Bin it, Kill it'; as well as tissues,</p>				

		<p>bin and hand sanitiser supplied.</p> <p>Anyone showing obvious signs of coronavirus refused entry and asked to self-isolate at home and inform NHS.</p> <p>Emails sent out reminding parents and young people that if they are showing symptoms (a list of symptoms will be added), believe they have or have been in contact with anyone with Coronavirus, or are supposed to be self-isolating due to being out of the country, to stay at home and self-isolate.</p>				
Toilets	<p>All</p> <p>Shared use of toilet</p> <p>Previous users not cleaning touchpoints</p> <p>Contact with other users in queue</p>	<p>Male and Female toilets are closed and not to be used (these have signs to state the fact).</p> <p>Disabled Toilet is the only toilet in use, and all users asked to wash hands and clean down touchpoints using resources available (wipes, hand wash, paper towels, bin).</p> <p>Only one user to enter the toilet at once, unless assisting a child/ren.</p> <p>If there is a queue for the toilet then people to be asked to queue with a distance of 2 metres.</p>				
First Aid	<p>All</p> <p>Infliction of injury during, before or after activities</p> <p>Allergic reactions, etc.</p>	<p>Any First Aid that cannot be dealt with by an individual using their own resources to be administered using pre-prepared packs provided in hall.</p>				



		<p>Access to First Aid kit in the hall.</p> <p>If medical assistance is required, then 999 to be called and advice to be followed.</p> <p>No food or drink (other than water) to be given during a session.</p>				
Fire	All	<p>In the event of a fire leaders to instruct users to exit the building as swiftly and calmly as possible, adhering to social distancing measures and use the muster point in car park.</p>				
Someone displaying symptoms of Coronavirus	All	<p>Anyone who displays symptoms of Coronavirus to be instructed to return home immediately and contact the NHS.</p> <p>If this is not possible the patient to be isolated outside in the grounds or in a separate ventilated room. Group leader or helper to be available if needed, wearing PPE: gloves, face mask, disposable apron, until the patient can be safely returned home.</p> <p>Parents/carers will be notified when the patient is a under 16 years of age.</p> <p>Patient to be advised to self-isolate at home for at least 10 full days and asked to follow the 'stay at home guidance for households with possible or confirmed (COVID-19) infection' from the government, as well as advising them to arrange to have a test.</p> <p>Test results should be quickly</p>				

		<p>communicated with church leadership or administration and NHS Track and Trace procedure to be activated if needed.</p> <p>If in rare cases medical assistance is required, 999 to be called and advice given to be followed.</p> <p>All rooms in use will be thoroughly cleaned and where possible left for 72 hours before re-use.</p>				
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Signed: Lewis K Jones

Date: 08/04/2021