

RISK ASSESSMENT

The following must be in place before children's and youth group meetings can take place again face to face.

- Assessment that the risk to workers, young people and the community can be safely managed. □
- Ability to meet core government guidance and core CofE guidance. □
- Effective safeguarding arrangements. □
- All children and young people should be safeguarded. □
- Enhanced cleaning arrangements are in place. □
- Ability to comply with social distancing requirements which is underpinned by UK law. □
- Ability to ensure hygiene levels are maintained, including the frequent hand washing/cleansing with alcohol gel. □
- The risk to workers, young people and the community being safely managed. □
- Whether the most vulnerable in society can be effectively safeguarded. □

Source: "Managing youth sector activities and spaces during COVID-19," National Youth Agency - 8 August 2020 Version 2.0.

Risk Assessment Key

Severity >	1. Negligible	2. Minor	3. Moderate	4. Major	5. Critical
Likelihood:					
5. Almost Certain	5. Moderate	10. High	15. Critical	20. Extreme	25. Extreme
4. Likely	4. Moderate	8. High	12. High	16. Extreme	20. Extreme
3. Possible	3. Low	6. Moderate	9. High	12. High	15. Critical
2. Unlikely	2. Low	4. Moderate	6. Moderate	8. High	10. High
1. Rare	1. Low	2. Low	3. Low	4. Moderate	5. Moderate

Low	Desirable outcome, no action required
Moderate	Acceptable risk levels, but monitor
High	Undesirable risk and actions required
Critical	Unacceptable risks and urgent action required
Extreme	Catastrophic risk levels and stop

Assessment Details

Assessment for:	Post Covid-19 Lockdown - Kids and Youth Groups - Face to Face Risk Assessment / Applies to 3-5s, 5-11s, 12-18s
Valid from/until:	Wednesday 22 nd July 2020 - subject to ongoing review // Updated 11 th October 2020 // Updated November 9 th 2020 // Updated 14 th April 2021

Risk assessment & prevention recommendations

Risk	Severity (1-5)	Likelihood (1-5)	Risk Factor	Recommendations for risk prevention	After Action
Sunday Corporate Worship - In Service Setting					
Large Group Setting - Intermingling	4	1	4	Children must stay with their households. The church can host kids and youth groups during the church service. The church must not host a creche.	4 <i>(Likelihood 1)</i>
Children wandering off	4	3	12	Parents and carers must know that it is their responsibility for their children and youth during a service; and they need to ensure they follow the procedures.	4 <i>(Likelihood 1)</i>
Sunday Corporate Worship and Midweek Groups- Children's Groups Non-Lockdown (updated 14th April 2021) As per Government Step 2 (not before 12th April)					
Potential Transmission of Covid-19 <ul style="list-style-type: none"> Capacity of Ruby, Jasper and Emerald, single room is 6; double room is 12. Capacity of Hall is 25. 	4	3	12	This advice applies to CHURCH PREMISES ONLY... <ul style="list-style-type: none"> Bubble capacity is recommended at 15 children. But if possible, groups could be smaller. Note: no longer subject to controlled bubble sizes indoors or outdoors as from 12/4/21. It is possible for multiple 'bubbles' to meet where space, and safeguarding guidelines are met, however, bubbles shouldn't interact. Should any member of the bubble become unwell, all members should contact test and trace - all activities should be suspended and to self-isolate until relevant checks have been done or for 14 days; groups can resume when test and trace say we can return. <i>The groups must be composed of the same c+y and leaders + where possible, every time - and in the same meeting room, without mixing in the setting.</i> Registration to be taken as per normal, and for use in track and trace. For the purpose of track and trace, parental information can be taken. QR Code. If a youth attends without a parent, information must be taken from the youth. Over 16s should scan the Q/R code if they have the app. Face masks must be worn by children 11+ unless with good reason not to. Face masks must be worn by all leaders, unless with good reason not to. 	4 <i>(Likelihood 1)</i>

				<ul style="list-style-type: none"> • Social distancing measures should be applied as per government guidelines. This includes queuing, drop off, pick up and seating. • Entrance door and exit door for each group in Ruby, Jasper and Emerald. • Upon arrival/departure attendees should wash their hands or use hand sanitiser. • Parents not to enter the room, but to collect at the door. • Same room to be used and cleaned after use as per HTW guidelines. • Where possible, have the children sat side-to-side at a social distance, rather than facing in. Children can sit next to each other if they are in the same social/family bubble, maintaining distance from other children. • No soft furnishings or toys. Personal bible, pen, and pad to be brought along - or provided. • Consideration made to use of crafts - no shared items. • Consideration made in physical games to the updated guidance. • Consideration need for children with SEND or behavioural needs - assess whether additional support is necessary. 	
	4	2	8	<p>This advice applies to OUTDOOR MEETINGS ONLY...</p> <ul style="list-style-type: none"> • The risk of transmission is considerably lower outdoors; therefore, we should seek to run sessions outdoors when possible and safe. • Group numbers are the same as indoors, and all social distancing guidelines apply. • Face coverings do not need to be worn outdoors, unless social distancing measures are less than 2m+. • Groups must be composed of the same children and youth every meeting; and t same leaders in the group each week where this is possible. • Social distancing measures should be applied as per gov. guidelines. • Personal bible, pen, and pad to be brought along. • Singing is allowed outdoors. • As per government guidelines make considerations on sports equipment etc. 	4 <i>(Likelihood 1)</i>
Wellbeing of Volunteers - potential to catch or pass on Covid-19	4	3	12	<p>This advice applies to ALL MEETINGS INDOORS OR OUTDOORS...</p> <ul style="list-style-type: none"> • If staff or volunteers are unwell or exhibiting any symptoms; or any family member is unwell or exhibiting symptoms of Covid-19 - they are not to attend 	4 <i>(Likelihood 1)</i>

				<p>the group and are to follow government guidelines on isolation - they must only return when a test returns negative, or the isolation period is complete.</p> <ul style="list-style-type: none"> • If staff or volunteers begin to show symptoms during the group, they are to leave immediately - and parents should be told immediately. The group should finish with immediate effect. The leader should let us know of any result of test; and appropriate information shared in accordance with our policies. • If leaders are in a category which requires for them to shield, they must follow the government guidance, and only serve on these teams once the guidance allows such a change. Shielding postponed 31st March 2021. • The same leaders should be planned to lead together and with the same children where possible. • Social distancing should always be adhered to as per gov. guidelines. • Hand sanitiser should be available for all groups to use on entry and exit. Regular hand washing should take place, following the gov. guidance of 20 seconds - pictures available in all toilets of process. • Hygiene policy of the church should be followed at all times. • Where possible, windows and doors should be left open for good ventilation. • No common food, or drink stations - children should bring their own snacks and drinks in. These snacks must not include products with nuts. • Leaders and volunteers are to follow procedures outlined for personal toilet trips in the HTW church guidance. • Leaders and volunteers are advised to wear PPE where appropriate. An example of suitable PPE in this setting may be a face mask. • No singing, or chanting, or blowing instruments as per CofE guidelines, also refer to HTW Church Guidelines. 	
Wellbeing of children and youth - potential to catch or pass on Covid-19	4	4	16	<p>This advice applies to ALL MEETINGS INDOORS OR OUTDOORS...</p> <ul style="list-style-type: none"> • If children, youth, or family members are unwell or exhibiting any symptoms; or any family member is unwell or exhibiting symptoms of Covid-19 - they are not to attend the group and are to follow government guidelines on isolation - they must only return once the isolation period is complete. • If children, youth, or family members begin to show symptoms during the group, they are to leave immediately - and parents should be told immediately. The group should finish with immediate effect. The families should let us know of any result of test; and appropriate information shared 	4 <i>(Likelihood 1)</i>

				<p>in accordance with our policies.</p> <ul style="list-style-type: none"> • If children or young people are in a category which requires for them to shield, they must follow the government guidance, and only attend groups once the guidance allows such a change. • Where possible, children and young people from the same school, should be put into groups together. • Social distancing should always be adhered to as per gov. guidelines. • Hand sanitiser should be available for all groups to use on entry and exit. Regular hand washing should take place, following the gov. guidance of 20 seconds - pictures available in all toilets of process. • Hygiene policy of the church should be followed at all times, i.e. catch it, bin it, kill it. Cough into arm. • Where possible, windows and doors should be left open for good ventilation. • Clear rules should be stated in a letter to parents/carers before the children and young people attend, outlining both the risks and also behaviour expectations whilst in the groups. • Toilet trips should be supervised by parents; or when appropriate according to age, in accordance with the policies outlined by HTW Church Guidance. • No common food, or drink stations - children should bring their own snacks and drinks in. These snacks must not include products with nuts. • Children are welcome to wear face masks if parents should wish. • Children 11+ must wear face coverings when indoors, unless for a good reason. • No singing, or chanting, or blowing instruments as per CofE guidelines, also refer to HTW Church Guidelines. 	
<p>Transmission of virus through inadequate cleaning provision in shared spaces</p>	3	3	9	<ul style="list-style-type: none"> • See HTW Church Guidance. • Permissions should be sought for use of rooms and equipment from the Operations Minister. • Minimize contact with surfaces. • Signs to show areas out of bounds, e.g. kitchen. • No soft furnishings or toys should be used at any time. • Consideration should be taken for seating and space, in accordance with social distancing guidelines. 	<p>3 <i>(Likelihood 1)</i></p>

				<ul style="list-style-type: none"> • Cleaning to be done by cleaner after each session. • If required, wiping down of common touch points, chairs and surfaces will follow every session. 	
First Aid Care - risk that not the appropriate care or advice is followed when administering first aid care in an emergency.	4	2	8	<ul style="list-style-type: none"> • Minor first aid care to be administered by parents. • When necessary, first aid care must be administered by someone with the appropriate certification. • When necessary 999 should be called immediately. • First Aid kits should be fully stocked and checked regularly by an appointed staff member at HTW Church. 	4 <i>(Likelihood 1)</i>
Sports Activities	n/a	n/a	n/a	<ul style="list-style-type: none"> • No contact sports to be played at this time - ongoing review. • Guidance referred to: 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 	
All Non-Contact Sports - risk of transmission of Covid-19 (Table Tennis + Badminton etc.)	4	2	8	<ul style="list-style-type: none"> • Ensure each child/young person has their own bat/racquet. • Ensure each child/young person has their own ball/shuttlecock. • Sanitise at the start of session and after each game to ensure where there has been contact made with equipment that risk of transmission is reduced. • Wipe down tables and equipment if required. • Equipment either cleaned immediately after, if to be used within 72 hours - or not to be used for 72 hours. • Games played outside where possible. • See more info here: https://tabletennisengland.co.uk/news/archived/coronavirus-update/ 	4 <i>(Likelihood 1)</i>
Travel Arrangements - risk of transmission of Covid-19 due to drop off/pick up and transporting to and from events.	4	2	8	<ul style="list-style-type: none"> • Allocate drop off and collection times to parents. • Avoid scheduling meetings when other meetings are taking place; or during peak hours of travel. • Ensure a clear drop off and pick process is in place, considering social distancing 2m distance for any queuing. • Encourage families to avoid using public transport where possible, 	4 <i>(Likelihood 1)</i>

				<p>encouraging walking, cycling or using a private vehicle.</p> <ul style="list-style-type: none"> Do not travel at all if exhibiting any of the symptoms of Covid-19 or self-isolating; or living with anyone exhibiting the symptoms of Covid-19. 	
Communication - lack of clear communication with parents/carers.	3	3	9	<ul style="list-style-type: none"> Use technology to communicate with parents and carers digitally where possible. Upon return, give each family a call and email to outline procedures. Be clear about not entering our setting if they display or have displayed any symptoms without the appropriate gov procedures being applied. Work closely with HTW Church Guidelines as how best to communicate and doing so without contradiction. 	3 <i>(Likelihood 1)</i>
Not complying with the COVID 19 guidelines	4	3	12	<ul style="list-style-type: none"> If a member or leader of the group is acting in a way that is unwise they will first be warned, second inform parents, if continues, we would need to consider a ban before returning. 	4 <i>(Likelihood 1)</i>
Someone who has used the building becoming ill with Covid-19	4	2	8	<ul style="list-style-type: none"> If a member or leader becomes unwell within 48 hours of being at the group with Covid - the group would need to self-isolate for 14 days; and the group transfer to online. This would need to be shared immediately with Operations Minister - John Martin. 	4 <i>(Likelihood 1)</i>

This guidance is based on reference to:

'Managing Youth Sector Activities and Spaces during Covid-19', National Youth Agency, April 2021, Version 5.2

Church of England Guidance, and updates from here: <https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches>

<https://www.churchofengland.org/sites/default/files/2020-12/COVID%2019%20Mission%20and%20ministry%20with%20children%20and%20young%20people%20v3.0.pdf> (note: not updated since 17/12/20)

Out of School Settings: <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>

Questions to consider from the above document:

- Do you have at least one person with first aid training available to work in your setting? **James Miller (others?)**
- Do you have at least one person with up-to-date Designated Safeguarding Lead (DSL) training available to work in your setting? **James Miller and Carol Lambe.**
- Do you have a caretaker and / or cleaning staff available to work in your setting? **See HTW Church Guidance document.**

There will be an ongoing assessment to ensure all these details are correct, and in line with CofE guidance and BB guidance.

Assessor details

Assessor name:	James Miller	checked by	Date:	Details compiled, reviewed and updated 11/10/2020 recorded 19/10/2020 // updated 14/4/2021
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