

Covid-19 Risk Assessment

As a trustee of the building, you have a duty of care to protect people from harm. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. This is called a risk assessment and it will help you manage risk.

Name of Church	Assessment undertaken by
TGI Youth group and JAM and Lighthouses children's group, Bearfield Church	Helen Fuggle (Trustee) and Bex Cox (Youth Worker)
Address Huntingdon St, Bradford on Avon, Wiltshire	Area of the building assessed Bearfield Hall, Manse room, old kitchen room and Garden Other settings: Homes, gardens and Café's
Postcode	
Date of Initial Assessment	Assessment Review Date
11 th September 2020 V2 2 nd October 2020 V3 29 th October (to cover JAM as well) V4 5 th March 2021 (in preparation for OOSS activities restarting – referring to Government guidance dated 23/2/21)	May 2021 (or before if Government Guidance changes)

Hazards/Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who might have contact</i>	Likelihood	Severity / mitigation	Risk Rating after mitigation	Additional Covid-19 Controls – Reducing Risk <i>Think of what changes could be made in each scenario to reduce the spread of Covid-19</i>	Action Plan <i>What needs to be done and by whom?</i>
Social Distancing Risk of spreading the virus through close contact.	All attendees	M	Low rates in Wiltshire/BoA currently.	L	<p>Maximum capacities of rooms: Hall 15 Kitchen room 3 school bubbles + leader Manse room 3 school bubbles + leader</p> <p>Attendance pre-booked to stay within capacities (SA to manage).</p> <p>Not always able to separate into 'school bubbles' but where not possible, attendees from different family/school groups to sit 2m apart (seating plan when appropriate).</p> <p>Activities and games chosen to limit risk of contact.</p> <p>Leaders to remind young people and control movement required with games.</p> <p>Clear communication to attendees to maintain 2m (or 1m+) distancing in all settings (outdoors/in church hall/café/homes/gardens/public spaces).</p> <p>No more than 15 in a group (plus leaders).</p> <p>Keep year 7-9 and year 10+ groups</p>	<p>Plan and control activities within social distancing guidelines (TGI/JAM/Lighthouses leaders).</p> <p>Chairs to be used to minimise movement rather than Beanbags/cushions (these have temporarily been removed)</p> <p>Communicate reminder to group and parents regularly (TGI/JAM/Lighthouses leaders)</p> <p>Places booked via Church Administrator.</p>

					<p>as separate bubbles until safe to mix 'bubbles'.</p> <p>Parents to ensure social distancing at pick up/drop off.</p> <p>Update 2nd Oct 2020: In line with updated NYA advice, young people (age 11+) to wear a face mask indoors, unless exempt. Leaders are exempt, but can wear a mask or visor if they choose.</p>	
<p>Cleaning</p> <p>Risk of transmission of the virus through touching contaminated surfaces, including equipment and toilets.</p>	All attendees	M	<p>Low rates in Wiltshire /BoA currently.</p> <p>Attendees told that toilets are for emergencies only so should be minimal use.</p>	L	<p>Church hall and toilet deep cleaned regularly.</p> <p>Spot cleaning of high touch points before and after TGI group.</p> <p>In homes when allowed: owners to ensure sufficient cleaning and minimal touch required by attendees (I.e. doors already open)</p> <p>Equipment to be used by one individual only or wiped with antibacterial spray/wipe before being shared.</p> <p>TGI attendees can bring own stationery and equipment if necessary.</p>	<p>Bearfield administrator to ensure supply of cleaning products at church.</p> <p>BC to let home-owners know about their responsibilities for cleaning.</p> <p>TGI leaders to spot clean any high touch points after group.</p> <p>Attendees to wipe down toilet if used. (Signage in toilet to remind.)</p>

<p>Good hygiene</p> <p>Risk of transmission through coughing and sneezing.</p> <p>Risk of transmission when handling food/drink.</p>	<p>All attendees</p>	<p>M</p>	<p>Low rates in Wiltshire/BoA currently.</p>	<p>L</p>	<p>Tissues, sanitizer and bin available in each room. Attendees use on entrance and exit.</p> <p>Attendees to bring own sanitizer and tissues when outside/café/in a home/garden.</p> <p>All food and drink to be individually wrapped/boxed, e.g. water bottles/can/cartons, individually packaged crisps, individually boxed pizzas.</p>	<p>Tissues, sanitizer and bin provided in church (Trustees)</p> <p>Reminder at beginning and during sessions (TGI/JAM/Lighthouses leaders) – ‘Catch it, bin it, kill it’</p> <p>Provide and supply pre-prepared individually wrapped food and drink (TGI and children’s group leaders)</p>
<p>Track and Trace</p> <p>Risk of not being able to advise contacts if an attendee tests positive.</p>	<p>All attendees</p>	<p>L</p>	<p>Very small groups, easy to check who attended.</p>	<p>L</p>	<p>Register taken at each group. BC hold TGI register Lighthouses and JAM sent to DJ.</p>	<p>Set up and maintain register (TGI and children’s group leaders)</p>

Summary of Action plans

Action – List out what needs to done	Ownership – List out who complete	Date to be Completed by	Date of Completion
<ul style="list-style-type: none"> • Guidance for leaders and families to be reviewed/rewritten and sent out (including procedure for someone displaying symptoms during the group). • Clear communication to young people and parents about the requirements to stay Covid-secure via WhatsApp, email and verbally at sessions. • Regular updates to parents to advise, reassure and ask them to reinforce requirements with their young people. • Plan seating when appropriate. • Spot clean high touch points before and after session. • Prepare games and activities which minimise contact. • Prepare individual equipment or clean between use by different people. • Prepare individually wrapped food and drink. • Maintain attendance registers 	<p>HF</p> <p>TGI and children’s groups Leaders</p>	<p>By 12th April 2021</p> <p>Weekly</p>	