

Risk Assessment Sunday Club September 2020

Updated 7.10.20

Updated.14.4.21

Updated 21.4.21

**Covid 19 – Risk Assessment**

Premises	Tunstall Baptist Church & Sudbourne Baptist Church		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Volunteers</li> <li>▪ Congregation</li> </ul>		
Tasks and activities covered by this risk assessment:	This risk assessment covers all activities and processes required to allow the safe running of Sunday Club and Mini Sunday Club alongside Sunday Services		
Name of person completing this risk assessment:	Charys Rushbrook	Date of completion:	21 <sup>st</sup> April 2021
Risk assessment approved by:	Matt Oliver	Date of approval:	21 <sup>st</sup> April 2021
Date risk assessment to be reviewed by:	Upon change in Government advice	Risk assessment revision no:	003

This risk assessment is based on the Guidance found in the following Government publications:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<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/>

<https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary>

<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/>

## SUNDAY CLUB

Risk	Control	Who and how	Notes
Too many children turn up	<p>Group size to be limited to 15 people (children and 2 leaders)</p> <p>This group will be a consistent group of up to 15 people for the duration of the group under this risk assessment, subject to Government Guidance changing. This is to support engagement with Test and Trace in managing any confirmed cases of Covid-19.</p>	The children need to be “signed up” by parents beforehand via email and a record kept of who attends.	
A child will attend the group who has coronavirus	<p>Parents to be informed via email each week that any child who displays any of the symptoms of the virus (continuous, new cough, high temperature, loss of sense of smell or taste) should NOT attend the Club and be taken for testing.</p> <p>Parents to be informed of the availability for families of Lateral Flow Tests for any children attending schools/clubs</p>	<p>Ali to email parents who ask to attend each week, including this information</p> <p>Poster up in car park on door window (Sudbourne)</p>	Write standard email to go as reply to parents who ask for their children to attend
An adult who has the virus will drop a child off at the Club	Adults dropping off and collecting children will stay in the car park, not come into the building. Parents to stay socially distanced from each other in the car park.	<p>Ali to email parents who ask to attend each week, including this information</p> <p>Poster up in car park on Middle Room window (Sudbourne)</p>	
A child / Leader will attend who has coronavirus and passes the virus on to other children and adults attending	<ul style="list-style-type: none"> <li>• ventilate room well by having open doors (if not too cold) and open windows</li> <li>• provide individual resources for craft etc for children, kept in individual baskets</li> <li>• encourage “side by side” working/ activities and no face to face ones</li> <li>• Children to have their own table space for doing craft / worksheets etc</li> <li>• encourage some social distancing as age and activity allow encourage good hand washing and hygiene practices; children and leaders should wash their hands/ hand sanitise as they enter the building and throughout the session as needed</li> <li>• outside activities where possible</li> <li>• singing will be limited to quiet singing along to video of song, children should be forward facing and distanced from each other</li> <li>• one person at a time in toilets</li> </ul>	<p>Posters/ signs up inside about handwashing and other good hygiene practises (catch it, bin it kill it)</p> <p>Reminders to children throughout of procedures</p> <p>Leaders to have read risk assessment and relevant government guidance</p>	

	<p>Children ages 11+ (year 7 and above at school) and adult leaders should wear face coverings when social distancing is not possible i.e. when having to interact with another child at less than 2 m distance</p> <p>Primary school age children do not need to wear face coverings</p> <p>Leaders to be informed of the availability of LFT and may choose to use these as an added precautionary measure</p> <p>If a child develops symptoms of the virus after they have been at the Club parents should have the child tested and, if positive, engage with the local test and trace team and isolate the child for 10 days. Contacts of the child should isolate for 10 days. Sunday Club leaders will contact and engage with Public Health England / Test and Trace and follow guidance given.</p> <p>Group size to be limited to 15 people (children and 2 leaders) This group will be a consistent group of up to 15 people for the duration of the group under this risk assessment</p>	<p>Face masks available at Church if needed</p> <p>Leaders of the group to contact and engage with Test and Trace if a confirmed case of the virus</p> <p>Leaders to keep record of attendees each week</p>	
<p>An adult using the toilets may catch/pass on coronavirus</p>	<p>Any Church goers who need to use the toilet during the service will enter the Youth Hall from the carpark, wear a face mask and will distance from children and adult leaders in the room.</p>		
<p>People using the building afterwards may catch the virus from infected equipment / surfaces</p>	<p>Building, including toilets, tables, chairs and shared equipment to be cleaned in the week</p>		

## MINI SUNDAY CLUB

Risk	Control	Who and how	Notes
<p>A child will attend the group who has coronavirus</p>	<p>Parents to be informed via email each week that any child who displays any of the symptoms of the virus (continuous, new cough, high temperature, loss of sense of smell or taste) should NOT attend the Club and be taken for testing.</p>	<p>Ali to email parents who ask to attend each week, including this information</p> <p>Poster up in car park on back door window</p>	<p>Write standard email to go as reply to parents who ask for their children to attend</p>
<p>Adults dropping off/collecting their children at the Club will pass on/catch the virus</p>	<p>Adults dropping off and collecting children will wear masks and to socially distance within the building. Parents should not remain with children any longer than is necessary to settle them in to the Club. Parents to stay socially distanced from each other in the car park.</p> <p>Parents should drop off their child entering through the Main Worship Area into the Middle Room. (i.e. not through the Youth Hall)</p> <p>Parents collecting children from Mini Sunday Club should come through the Main Worship Area into the Middle Room (not through the Youth Hall) to collect children.</p> <p>Parents should wear masks when dropping off/collecting their children</p>	<p>Ali to email parents who ask to attend each week, including this information</p> <p>Poster up in car park on back door window</p>	
<p>A child / Leader will attend who has coronavirus and passes the virus on to other children and adults attending</p>	<ul style="list-style-type: none"> <li>• ventilate room well by having open windows</li> <li>• encourage some social distancing as age and activity allow</li> <li>• encourage good hand washing and hygiene practises; children and leaders should wash their hands/ hand sanitise as they enter the building and throughout the session as needed</li> <li>• If nappy change needed, changing station in Middle Room to be used. Leaders to use gloves and clean the station after use</li> <li>• One person at a time in toilets</li> <li>• Remove soft toys/ hard to clean toys</li> <li>• Adult leaders to socially distance where possible</li> </ul>	<p>Posters/ signs up inside about handwashing and other good hygiene practises (catch it, bin it kill it)</p> <p>Reminders to children throughout of procedures</p> <p>Leaders to have read risk assessment and relevant government guidance</p>	

	<p>Leaders to be informed of the availability of Lateral Flow Tests and may choose to use these as an added precautionary measure</p> <p>If a child develops symptoms of the virus after they have been at the Club parents should have the child tested and, if positive, engage with the local test and trace team and isolate the child for 10 days. Contacts of the child should isolate for 10 days. Sunday Club leaders will contact and engage with Public Health England / Test and Trace and follow guidance given.</p> <p>Group size to be limited to 15 people (children and 2 leaders) This group will be a consistent group of up to 15 people for the duration of the group under this risk assessment</p>	<p>Leaders of the group to contact and engage with Test and Trace if a confirmed case of the virus</p> <p>Leaders to keep record of attendees each week</p>	
<p>People using the building afterwards may catch the virus from infected equipment / surfaces</p>	<p>Church goes to exit from main door of Church – not through Youth Hall or Middle Room.</p> <p>Building, including toilets, tables, chairs and shared equipment to be cleaned in the week</p>	<p>Toys do not need to be cleaned any more than is usual as will have one week between use.</p>	