

# COVID-19 Risk Assessment



|   |  |                              |
|---|--|------------------------------|
| <b>Group:</b> Sunday School                                     | <b>Site:</b> Beacon Park Baptist Church                          |                              |
| <b>People at Risk:</b> Helpers (staff) and children (attendees) | <b>Revision:</b> 3   |                              |
| <b>Contact Person:</b> Stephen Clarke                           | <b>Job Title:</b> Sunday School Superintendent and Church Deacon | <b>Review Date:</b> 17/05/21 |

## Risk Evaluation

| Hazard                             | Risk                      | Initial Rating (L/M/H)            | Control Measures   | Final Rating (L/M/H)                    | Additional Action Required (action by whom and completion date) |
|------------------------------------|---------------------------|-----------------------------------|--|---|---|
| What's the hazard?                 | What is the risk of harm? | Is this risk Low, Medium or High? | What measures will you put in place to reduce the risk identified?   | How has the rating changed as a result? | What else can you do to minimise risk?                          |
| Arriving and entering the meeting. | Infection from COVID-19   | M                                 | <p>All children and young people must make their own way to the meetings – no church transport will be available.</p> <p>Display signs to remind parents and children to always maintain good social distancing outside the building when dropping off and collecting.</p> <p>One helper to stand near the door at the beginning and at end of the meetings to ensure throughway remains clear and ask all arrivals if they are displaying any COVID-19 symptoms. SC to allocate before 17 May 2021.</p> <p>No parents permitted to enter the building.</p> <p>Face coverings to be worn by all in year 7 and above when moving around the building. These will be provided to those who do not bring their own.</p> | L                                       |   |

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|-------------------------------|-------------------------|------------------------|--|----------------------|---|
| Using toilet facilities       | Infection from COVID-19 | M                      | Thoroughly disinfect all toilet facilities before and after the meetings.<br>Ensure a maximum of 2 children enter the toilet space at one time. Signs to reinforce this displayed on toilet door.  | L                    |   |
| Moving around the building    | Infection from COVID-19 | M                      | All activities for the afternoon will take place in the large downstairs hall where adequate social distancing can be maintained for groups of up to 30 children and 6 helpers. There will be no need to move around the building except for arriving, departing and using the toilets.  | L                    |   |
| During the meeting            | Infection from COVID-19 | M                      | Hall to be ventilated by opening all windows.<br>Chairs to be spaced such that adequate social distancing is maintained.<br>All helpers to wear face coverings except when leading the meeting or in exceptional circumstances (communicating with very young children).   | L                    |   |
| Craft/activities time         | Infection from COVID-19 | H                      | Craft tables to be set out to maintain adequate social distancing.<br>Craft/activity materials to be prepared in individual packs so that no sharing of materials is necessary. Some items may be shared, but this will be kept to a minimum and all items will be disinfected before and quarantined after the meeting.<br>There will be no Text Token Shop.<br>Snacks and drinks will be supplied in pre-packaged forms. | M                    |   |
| At all times                  | Infection from COVID-19 | M                      | Helpers will wear face coverings unless they are leading the group or dealing with very young children who may find communication difficult when the adult's mouth is covered.<br>Contact between helpers and children kept to an absolute minimum and adequate social distancing maintained whenever possible.  | L                    |   |
| Transport in Church Minibuses | Infection from COVID-19 | H                      | Face coverings to be worn by all in year 7 and above.<br>Minibuses to be cleaned during Sunday School.   | M                    |   |

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|--------|------|---------------------------|---|-------------------------|--|
|        |      |                           | 1m social distancing to be maintained between households.<br>No eating or drinking to be permitted.<br>Front and rear-most windows kept open for ventilation, weather permitting. |                         |  |