

Coronavirus Risk Assessment for Junior Church at Binscombe Church

Setting: Children's Groups at Binscombe Church meeting at Barnes Road	Assessor's name: Anna Rossiter	Date completed: 15 th September 2020	Review date: 19 th October 2020
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Based on Government Guidance for Out of School Settings published on 1/7/20 and updated on 20/08/20.

<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>

Risk:	Coronavirus entering the premises and potentially infecting users of the building, particularly by children who touch surfaces and are less able to social distance
Persons at risk	All church attendees, BWS staff

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend.		PH	
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.		PH	
3. Everyone to use hand sanitiser on entry to the building – parents asked to supervise their children in doing this correctly.		Welcomers / JC leaders	
4. Social distancing measures to be maintained where possible, including arrival and departure at the venue.		Parents / JC leaders	
5. Junior Church children asked not to enter the main hall space (due to presence of more vulnerable people)		Parents / JC leaders	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
6. Parents to drop off children straight to their Junior Church room (Lower Hall for Scrambler/Explorers – accessed from outside door, Lounge for Adventurers – accessed through outside door).		Parents /welcomers	
7. Parents/children from different bubble not to enter the group room.		JC leaders	
8. Parents to pick children up from the outer side doors, without entering the room.		Parents	
9. Parents encouraged to limit the number of settings their child attends, particularly if they are from a different locality.		Parents	
10. Parents of crèche-aged children who are present in the main hall asked to discourage their child from touching the chairs (apart from those around the crèche areas)		Parents	Back of hall to be set up with chairs for each family and lobby available if people want to be out of the service (eg baby crying)

Risk:	Transmission of Coronavirus to an individual direct from infected person
Persons at risk	Children and leaders in groups, parents when they drop off and collect

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Parents asked to drop off and pick up children while maintaining social distancing from other families.		Parents	
2. No physical contact between persons from different households/bubbles, unless there is an emergency.		Leaders	
3. Parents asked to give first aid to their children, unless there is an emergency.		Leaders to fetch parents	
4. A system of flow through building to avoid pinch points. (Parents to be told in advance and at the end of the service how to drop off/pick up their children)		AR/ Service leader	Parents enter and exit the building through main entrance. Pick up/drop off done at outer side doors.
5. Children to remain in consistent 'bubbles' of 15 children.		AR/leaders	
6. Children to stay in their group rooms and avoid mixing with other groups/main congregation.		Leaders	
7. Social distancing encouraged in children's groups.		Leaders	
8. Seating arrangements and activities adapted for social distancing.		Leaders	
9. No singing/raised voices during sessions.		Leaders	
10. Children encouraged to 'catch it, bin it, kill it' to ensure good respiratory hygiene.		Leaders	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
11. After sneezing/coughing/touching face or using the toilet children encouraged to use hand sanitiser.		Leaders	
12. All individuals who fall into the vulnerable categories will be asked not to lead children's groups.		AR	
13. Group rooms to be well ventilated with doors and windows opened in advance.		AR	
14. A register to be kept of children and leaders in attendance.		Leaders	
15. Children of crèche-age (under 3 years) to remain under the supervision of their parents and to be kept 2m away from others.		Parents	
16. Leaders to maintain good personal hygiene with frequent handwashing.		Leaders	
17. Tissues and bins available in each room.		AR	Rubbish to be removed at the end of the session
18. Hand sanitiser available in each room.		AR	
19. If nice weather, Adventurers group have option to meet outside. (Start off in Lounge)		Adventurer leaders	

Risk:	Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)
Persons at risk	All church attendees, BWS staff

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety, to maintain suitable temperature or noise disruption)		AR/leaders	Lounge – side door open (with chair in front), some windows open (where safe). Lower hall – fire door and door into corridor open (with guards in place), windows open
2. Cleaning of surfaces likely to be touched regularly with appropriate sanitiser wipes, including those at child height, both before and after sessions.		After session: Leaders	
3. Items/furniture not in use to be covered, where possible			Eg. table football table, play house, sofas
4. No serving of drinks, children encouraged to bring a water bottle. Children to be served a biscuit with tongs (after first sanitising their hands).		Parents/leaders	
5. No distribution of Bibles or other books.		Leaders	
6. No shared equipment (outside of households) in JC groups. If doing a craft activity, each child to have their own set of resources/equipment.		Leaders	
7. Use of furniture such as tables/chairs to be kept to a minimum and wiped down afterwards.		Leaders	
8. Crèche-aged children encouraged to bring their own toys.		Parents	

Risk:	Transmission of Coronavirus to an individual via toilet facilities
Persons at risk	All church attendees who use the toilet, BWS staff

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Parents encouraged to ask children to use the toilet at home before they come.		Parents	
2. Children to use the toilet allocated to their group. One child to be in the bathroom at a time.		Leaders	Scramblers/Explorers: Ladies toilet Adventurers: Disabled toilet
3. If children need to use the toilet, they should be accompanied to the corridor by the Junior Church helper and supervised in hand washing.		Leaders	
4. Junior Church leaders to wipe down touch points afterwards (flush, lock and tap)		Leader supervising toilet trip	
5. Parents who need to change a nappy are asked to take all waste home with them and clean area after use.		Parents	

Risk:	Transmission of Coronavirus to an individual via contaminated waste
Persons at risk	Cleaners and anyone else handling waste

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them. Junior Church will encourage children to bin tissues they have used.		Stewards / Leaders	
2. Bins available in every room in use. Leaders to be responsible for emptying the bins.		Leaders	

Review/Revision Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes

Staff Member Name (Print)	Signature	Date
Anna Rossiter		23/09/2020
Pete Hitchcock		23/09/2020
Sarah Shelley		23/09/2020