

Risk Assessment Record

Location:	Church, Crown Room	Activity:	Junior Church Covid risks	Assessors:	Rob King, Neil Coulson, Anne Durnford	Date:	18/06/21
Hazards	a Severity (1-5)	b likelihood (1-5)	a x b	Controls required	a Severity (1-5)	b likelihood (1-5)	a x b
Transmission of Coronavirus to an individual direct from infected person	5	4	20	<p>All adults, and children in year 7 or above, to wear face masks. Limit length of session to approx. 30 minutes. Open windows to achieve good ventilation. Set out tables and chairs in groups with 2 metres between. When starting in church, children to remain with their families and leave together, with 2m social distancing out of the sanctuary and round the side passage into the garden or schoolrooms. When starting in the Crown Room, keep socially distanced by 2 metres on the way in including up the stairs and go straight to tables as directed by leaders. When starting outside go straight to tables as directed by leaders and remain in groups. On Communion services, return to the church in socially distanced groups and re-join and remain with families in the sanctuary. Supervised singing, dance and drama activities are allowed but you should limit the number taking part, ensure 2m distancing, ensure good ventilation and avoid loud singing or playing of wind instruments.</p>	5	2	10
Coronavirus entering the premises and potentially infecting users of the building	5	4	20	<p>Inform parents in advance of what to expect and requirements to be met. Ask helpers and young people if they have symptoms and do not permit access if they have, or if anyone in their household is self isolating. Require use of hand sanitiser on entry and exit inside or outside. Keep a record of all attendees, retain for 21 days and give to 'NHS Test & Trace' if requested by them.</p>	5	2	10
Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)	5	3	15	<p>The Crown room is to remain empty for 72 hours before and after the Sunday meeting. Clean all surfaces before session. Pre-prepare individual packs of resources and set out on tables. Do not allow young people to touch anyone else's resources.</p>	5	1	5

				Refreshments may be provided by leaders in pre-prepared individual packs.			
Transmission of Coronavirus to an individual via toilet facilities	5	3	15	Only use the toilets on the first floor with access controlled to one person at a time. Clean toilets before and after session.	5	1	5
Young person develops symptoms of Covid during session	5	2	10	Helper to take child to the Lounge and stay with them. Fetch parent or carer from the church and ask them to take child home.	5	1	5
Transmission of Coronavirus to an individual via contaminated waste	5	2	10	Bag up and remove all waste after session	5	1	5

Hazard severity

1. Trivial (e.g. discomfort, scratch, slight bruising)
2. Minor (e.g. small cut, abrasion, basic first aid needed)
3. Moderate (e.g. strain, sprain, incapacity more than 3 days)
4. Serious (e.g. fracture, amputation, hospitalised more than 24 hrs)
5. Fatal

Rating bands (a x b):

- Low risk (1-8): Continue activity but review periodically to ensure controls remain effective
- Medium Risk (9-12): Continue activity, but implement additional reasonably practicable controls where possible and monitor regularly
- High Risk (15-25): STOP THE ACTIVITY. Identify new controls to reduce risks to medium or low

Likelihood of occurrence

1. Remote (almost never)
2. Unlikely (occurs rarely)
3. Possible (could occur, but uncommon)
4. Likely (recurrent but not frequent)
5. Very likely (occurs frequently)



REVISIONS		
REV A	24 TH June 2021	Safeguarding risks: Digital Photographs revised. Additional risks for outside: first two risks revised to limit area to the rear of church.

Risk Assessment Record

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Hazards	a Severity (1-5)	b likelihood (1-5)	a x b	Controls required	a Severity (1-5)	b likelihood (1-5)	a x b
Child escaping from safe area	5	2	10	Keep main door locked.	5	1	5
Cuts & Scratches	2	3	6	Maintain first aid kit and keep within session space. Trained First aiders to be present. Masks & gloves to be included in kit.	2	2	4
Slips and trips	2	3	6	Mop up spillages when they occur.	2	1	2
Injury to fingers from closing doors to toilets and halls	4	2	8	Check that finger protection is in place and report to Property Manager if missing or damaged.	1	2	2
Allergies	5	1	5	Ask parents to report allergies on consent form. Keep forms available but secure and check regularly. Ask new parents before giving food or drink. Store foods for particular needs separately to avoid cross contamination.	5	1	5
Falling Objects	3	2	6	Check that chairs are not stacked more than five high. Check that fire guards are securely fixed to walls.	3	1	3
Poisoning	4	2	8	Store cleaning materials in secure storage places.	4	1	4
Electric Shock	5	2	10	Fit safety covers to all low-level sockets.	5	1	5
Burns	4	2	8	Check that fire guards are securely fixed to walls.	4	1	4
Fire	5	1	5	Keep fire escapes clear at all times. If fire alarm sounds evacuate by external fire exit and assemble in the garden to the rear of the church.	3	1	3

Risk Assessment Record

Location:	Church, Crown Room	Activity:	Junior Church Safeguarding risks		Assessors:	Rob King, Neil Coulson, Anne Durnford	Date:	18/06/21
Hazards	a Severity (1-5)	b likelihood (1-5)	a x b	Controls required	a Severity (1-5)	b likelihood (1-5)	a x b	
Abuse by staff member	4	1	8	Staff team to have Enhanced DBS checks. At least 2 staff to be present at all times. Staff must not take children out of the supervised area without the child's carer present, unless a child is at immediate risk of harm.	4	1	4	
Abuse by parent	4	1	4	If there is concern about the way a child is being treated respond in accordance with Christ Church's Safeguarding Policy which is displayed on the noticeboard in the entrance lobby. If there is an immediate risk of harm dial 999 for the police.	4	1	4	
Bullying	3	3	9	Ask parents to fetch their child if the child is bullying another child.	3	1	3	
Digital Photographs	3	4	12	Staff team will only take photographs where this has been agreed in writing by parents on the consent form. The use of those photographs will be limited in accordance with the wishes of parents on the consent form. Young people may not take photographs that include other children unless the parents of the other children explicitly agree.	3	1	3	

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Risk Assessment Record

Location:	Garden, Graveyard	Activity:	Junior Church Additional risks for outside		Assessors:	Rob King, Neil Coulson, Anne Durnford	Date:	18/06/21	
Hazards		a Severity (1-5)	b likelihood (1-5)	a x b	Controls required		a Severity (1-5)	b likelihood (1-5)	a x b
Child escaping from safe area including passage behind schoolrooms		5	2	10	Outside activities will take place securely at the rear of the church building. Lock gates when everyone has arrived.		5	1	5
Risk to children from unauthorised entry into the safe area.		5	1	5	Outside activities will take place securely at the rear of the church building. Lock gates when everyone has arrived.		5	1	5
Exposure to sun		3	5	15	Parents or carers encouraged to provide hats and sunscreen for their children. Staff to have sunscreen available if needed.		3	1	3
Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)		5	3	15	Clean all surfaces before session. Pre-prepare individual packs of resources and set out on tables. Do not allow young people to touch anyone else's resources. Refreshments may be provided by leaders in pre-prepared individual packs.		5	1	5
Poisoning by plants		5	2	10	Staff to check for dangerous plants and berries before children permitted to go outside.		5	1	5
Transmission of Coronavirus to an individual direct from infected person		5	2	10	Singing is permitted outside if children under five are present and total number of people in group does not exceed 30		5	1	5
Puncture injury leading to Infection from used needles discarded in grounds		5	2	10	Keep gates locked when premises are not in use. Caretaker will carry out a visual check especially around boundaries before session.		5	1	5