

Risk Assessment Form – Grace Church Cowley

Risk Assessment for Grace Church Cowley Pre-school Playgroup (Grace Minis)

The **likelihood** of something happening should be graded as: **1** = Low (seldom), **2**= Medium (frequently), **3**= High (certain or near certain).

The **severity** of injury if something does happen can be graded as: **1**= Low (minor cuts and bruises), **2**= Medium (serious injury or incapacitated for 3 days or more) **3**= High (fatality or a number of persons seriously injured).

A **risk rating** (likelihood x severity) of 6 or higher is unacceptable and additional controls are necessary.

Hazards/risks/persons affected	Existing controls	Likelihood (1-3)	Severity (1-3)	Risk Rating (1-9)	Additional controls
Airborne transmission of COVID-19.	<ol style="list-style-type: none"> 1. Note on booking site to inform attendees that they are not allowed to enter if they have symptoms of COVID-19, or have been instructed to self-isolate. 2. Signage on premises relaying the above information. 3. Doors and windows open, where possible, to ensure good ventilation. Front door closed when all participants have arrived. 4. In line with government requirements, masks are not required but some adults may wish to wear them – this will also be taken as an indication that these individuals would like 1m+ social distancing from other adults. An announcement stating such will be given at the start of the session. Masks will be 	1	1	1	<p>Number of attendees and leaders to be reviewed on an on-going basis to ensure that social distancing can be safely maintained for attendees that wish it.</p> <p>Toys spread around the room such that there is space for adults that wish for the opportunity to be socially distant.</p> <p>Some chairs to be placed for circle time to allow an area of social distancing for those that wish it.</p> <p>All measures to be encouraged and clarified during circle time and on the booking system.</p>

Hazards/risks/persons affected	Existing controls	Likelihood (1-3)	Severity (1-3)	Risk Rating (1-9)	Additional controls
	<p>available for anyone wishing to wear one who have forgotten theirs.</p> <p>6. Attendees to be limited to 25 adults (not including leaders and under 5s). Online booking will be in place in line with the church's current policy for Sunday services. When online booking is occurring, the leader present on the door will ensure that those who attend have already booked in. If spaces are available, attendees allowed to enter, provided they provide contact details.</p>				
Attendee develops COVID-19 during or shortly after session.	<ol style="list-style-type: none"> 1. Details of all attendees to be recorded and retained whilst the online booking system is being used – this will be in line with the church's policy on booking for Sunday services. 2. Engage with NHS Test and Trace and QR code available for sign-in. 3. Anyone with symptoms to leave and isolate immediately. 4. Follow local health protection team advice regarding any outbreaks and advise them if someone at the group subsequently tests positive for COVID. 				

Hazards/risks/persons affected	Existing controls	Likelihood (1-3)	Severity (1-3)	Risk Rating (1-9)	Additional controls
Transmission of COVID-19 on hard surfaces.	<ol style="list-style-type: none"> 1. All surfaces, such as light switches and door handles, to be cleaned regularly in the church building. 2. Hand sanitiser available and sign encouraging attendees to use before entering. 3. Handwash available in the toilets and toilets to be cleaned regularly. 4. Antibacterial wipes available near toys/ play stations (but out of reach of children) and leaders and attendees invited to use during session if desired. 	1	1	1	
Risk of injury to child whilst using toys or play equipment.	<ol style="list-style-type: none"> 1. Parents required to supervise their child at all times. 2. Leaders to review toys regularly to ensure that any broken toys are disposed of. 3. Climbing frame assembled by church staff and group organisers only. 4. First aid kit accessible. 				Leaders to establish safe set-up of toys and stick to this for every session.
Risk of injury to leaders during set-up and set-down.	<ol style="list-style-type: none"> 1. Leaders to take responsibility for lifting and moving things around safely. 				
Fire procedures	See specific risk assessment.	1	1	1	Buggies to be kept away from fire exits.

Hazards/risks/persons affected	Existing controls	Likelihood (1-3)	Severity (1-3)	Risk Rating (1-9)	Additional controls
Tea, coffee and snacks available. Risk of contagion should an attendee have COVID-19. Risk of scolding.	<ol style="list-style-type: none"> 1. Volunteers to wash hands thoroughly before serving. 2. Drinks to be served in disposable cups. Attendees to place used cup in rubbish bin on exiting. All rubbish to be placed in outdoor bin after the session. 3. Parents to be responsible for keeping their children away from hot drinks. 4. Allergens for snacks to be clearly labelled and any packaging for snacks retained so that any allergens can be identified if required. No snacks with nuts. 	1	1	1	

Comments:

Assessment conducted by: Charlotte Adams

Date of assessment: September 2021

Date to review assessment: September 2022