

Risk Assessment Form – Grace Church Cowley

Risk Assessment for Grace Church Cowley Toddler Group during Covid-19

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 come into contact with someone with the virus. 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. All chairs and baby mats to be kept 2m apart. Verbal reminder of need for social distancing. Masks not required when sitting down on chairs provided but encouraged when people are moving around. 	1	1	1	

Hazards/risks/persons affected	Existing controls	Likelihood (1-3)	Severity (1-3)	Risk Rating (1-9)	Additional controls
	<p>5. Attendees to be limited to 12 households and attendees not permitted to move chairs or mats to ensure that social distance is maintained.</p> <p>6. Attendees to provide their own masks and to be worn when moving around the room. Masks available for anyone who has forgotten theirs.</p> <p>7. Only group leader to sing. All attendees encouraged to refrain from singing and to do the actions instead.</p> <p>8. Group limited to pre-walking children and parents made aware of need to ensure their children maintain social distance from other households.</p>				
Attendee develops COVID-19 during or shortly after session.	<ol style="list-style-type: none"> 1. Details of all attendees to be recorded. 2. Engage with NHS Test and Trace. 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 before and after the session. 2. Hand sanitiser available and sign encouraging attendees to use before entering. 3. Handwash available in the toilets and toilets to be cleaned after the session. 	1	1	1	
Someone accesses other parts of the building (e.g. upstairs).	<ol style="list-style-type: none"> 1. Block access to both. 2. Only use front entrance so that attendees can be directed into main body of the church. 	1	1	1	
Fire procedures	See specific risk assessment.	1	1	1	Buggies to be kept away from fire exits.
Some baby toys available for attendees. Risk of contagion should an attendee have COVID-19.	<ol style="list-style-type: none"> 1. Attendees informed that they can choose a toy and keep for the duration of the session before putting into a coloured box. 2. Attendees made aware that they cannot pass toys between themselves. 3. Used toys wiped down with disinfectant wipes and quarantined in coloured box until the next week. 	1	1	1	

Hazards/risks/persons affected	Existing controls	Likelihood (1-3)	Severity (1-3)	Risk Rating (1-9)	Additional controls
Tea and coffee available. Risk of contagion should an attendee have COVID-19. Risk of scolding.	<ol style="list-style-type: none"> 1. Only one volunteer to prepare and serve drinks, including milk and sugar. 2. Volunteer to wash hands thoroughly before serving and to wear mask at all times. 3. Drinks to be served in disposable cups with lids. Attendees to place used cup in rubbish bin on exiting. All rubbish to be placed in outdoor bin after the session. 4. Parents to be responsible for keeping their children away from hot drinks. 5. Pre-packaged snacks provided for parents and parents encouraged to bring own snacks for babies, if required. 	1	1	1	

Comments:

Assessment conducted by: __Claire Law

Date of assessment: April 2021

Date to review assessment: April 2022