

Woodford Evangelical Church Sunday School – Risk Assessment (v1)

Group:	Sunday School	Site:	Prospect Hall
People at Risk:	Children, Sunday School leaders and parents	Additional Information:	
Contact Person:	Trevor Newman, Adrian Hodder, Jon Drane	Review Date:	30-May-21

Hazard	Risk	Initial Rating	Control Measures	Final Rating	Additional Action Required
<i>What is the hazard?</i>	<i>What is the risk of harm?</i>	<i>Is the risk Low, Medium or High?</i>	<i>What measures will you put in place to reduce the risk identified?</i>	<i>Is the risk Low, Medium or High?</i>	<i>What else can you do to minimize risk (Action by whom and completion date)</i>

Before Sunday School

Coming into contact with a work surface with Covid-19 while setting up	Infection from Covid-19	M	1. Clean all work surfaces and regularly handled areas with provided spray & cloths.	L	a. Make sure there are cleaning supplies available to hand b. Cleaning team to clean before setup.
		M	2. Open windows for a flow of air. 3. Rear car park doors can be opened in hot weather (privacy screens are in place for child protection purposes).	L	a. Communicate with parents that children will need coats and possibly hats and gloves in colder weather. b. leaders should also bring coats and hats

During Sunday School

Spread of infection	Infection from Covid-19	M	1. Parents, maintaining two metre social distancing, drop off their children via the back carpark through the Nursery School playground. Parents would need to enter Church by the front entrance in order to 'sign in' for 'Track and Trace'	L	a. Appropriate signage is in place for Sunday School. b. 2m markings are placed on the ground
		M	2. Keep a register of all attending children and leaders for Track and Trace	L	a. Ensure database is up to date and maintained
Coming in contact with someone with Covid-19	Infection from Covid-19	M	1. Ask those with symptoms/feeling unwell to stay at home	L	a. Communicate with Sunday School leaders which symptoms require leaders to stay at home. b. Communicate with parents which symptoms require children to stay at home.
		M	2. There will be no more than 15 in Sunday School, including leaders. Where possible children will be kept in existing 'bubbles', by keeping families together and grouping children by school	L	a. The number of potential children attending is <15 at present.
		M	3. All children and leaders clean hands with hand sanitizer as they come into Sunday School.	L	a. Make sure hand sanitizer is available

		M	4. At present singing is not recommended without social distancing of 2m 5. Food is not permitted, children can bring a drink from home. 6. It is recommended that any games and activities are non-contact as much as possible.	L	a. It is difficult to avoid these issues completely when working with children but these recommendations will minimise risk.
		M	7. It is recommended that leaders wear masks when not teaching or leading	L	a. Advised for when it is not possible to socially distance.
A child becomes ill during Sunday School	Infection from Covid-19	H	1. Ask those with symptoms/feeling unwell to stay at home	L	a. Communicate with parents which symptoms require children to stay at home.
		H	1. The child is immediately taken out of the hall and waits with a leader wearing PPE (gloves and face covering) on the alleyway 'slope'. A parent is contacted from the Church service. The parent takes the child home. The parent should then arrange for their child to have a test	L	a. Communicate with parents the process in advance so they are forewarned should the situation arise.
		H	2. Clean all surfaces and equipment the child has been in contact with	L	a. Make sure there are cleaning supplies available to hand
A leader becomes ill during Sunday School	Infection from Covid-19	H	1. Ask those with symptoms/feeling unwell to stay at home	L	a. Communicate with Sunday School leaders which symptoms require leaders to stay at home
		H	2. The leader immediately returns home and arranges for a test.	L	a. Have a list of possible standby leaders b. If a replacement leader is needed send for them from Church c. It is best to use parents of the children as standby leaders.
		M	3. Clean all surfaces and equipment the leader has been in contact with	L	a. Make sure there are cleaning supplies available to hand
Shared equipment/facilities	Infection from Covid-19	M	1. Bibles can be provided or supplied from home.	L	a. Bibles will be quarantined in-between sessions.
		M	2. Provide personalized craft packs including items such as coloured pencils/crayons etc, that are kept at the church and quarantined till the next Sunday School.	L	a. Purchase pencil cases for each child b. Purchase coloured pencils, lead pencils, crayons, Pritt Stick (or whatever is going to be needed)
		M	3. Ask parents to ensure children use the toilet at home to reduce pressure on our facilities	L	a. Communicate this with parents

After Sunday School					
Spreading Covid-19	Infection from Covid-19	M	1. All children and leaders wash their hands or use a sanitizer as they leave	L	a. Make handwashing facilities available
		M	2. Hold doors open as children are collected by parents to minimize the number of surfaces touched.	L	a. Designated the keeping of doors open to a leader
		M	3. Parents to collect their child(ren) from the rear car park entrance after the service.	L	a. Communicate with parents the process by which they are to collect their child(ren)
Coming in contact with a work surface with Covid-19 while setting down	Infection from Covid-19	M	1. Clean all used surfaces and regularly handled areas	L	a. Make sure there are cleaning supplies available to hand b. Some cleaning can be left to the cleaning staff on Monday morning.
Between the times Sunday School is meeting					
Shared equipment and facilities	Infection from Covid-19	M	1. All personalized craft packs to be stored in the storeroom and quarantined till the following Sunday School	L	a. Designate a suitable area to quarantine the personalized Sunday School craft packs in the storeroom
		M	2. All Church teaching equipment to be stored in the storeroom and quarantined till the following Sunday School	L	a. Designate a suitable area to quarantine the Church Sunday School teaching equipment in the storeroom

Approved by

Jon Drane

Adrian Hodder

Trevor Newman

On 15/4/2021