

## St Denys Kids small village hall risk assessment

Church:	Assessor's name:	Date completed:	Review date:
St Denys, Stanford	Nigel Archer	V1 5/9/20	14/9/20

This covers adult helpers (leaders and team) and children attending. This is based on the Stanford village hall risk assessment so also includes some guidance from the village hall that may not be needed but is included for completeness. Also based on Church of England guidance - <https://www.churchofengland.org/sites/default/files/2020-08/Guidance%20for%20church%20based%20children%20youth%20and%20family%20activities%20v%201.2%2024th%20August%202020.pdf>

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<b>People with symptoms</b>	Adult helpers or children wanting to attend may have symptoms.	<b>Follow government advice for identifying symptoms in adults and children and don't let them attend if they exhibit them.</b>	Generally, this is a persistent cough, high temperature or loss of taste or smell.
<b>Cleanliness of hall and equipment, especially after other hires</b>	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Hall is cleaned Monday to Friday in mornings. Risk that high touch surfaces aren't cleaned. <b>Team to wipe high touch surfaces when they open up such as door handles.</b>  <b>Team to wipe down tables with disinfectant spray before putting away.</b>	If requiring any refreshments bring disposable cups, mugs, plates and cutlery or use own. <b>Do not use the hall equipment</b>  Welcome to bring our own equipment <b>Put all equipment used away at the end of hiring.</b>
<b>Managing Social distancing and especially people attending who may be vulnerable</b>	People do not maintain social distancing	<b>Adults and children must comply with social distancing rules as far as possible. Limit numbers using toilets to 2, kitchen to 4. Kitchenette to 2</b>	Children under 12 do not need to wear masks. But adult helpers should wear visors where possible.

		<p><b>Drop off of children should be done by one adult and they shouldn't enter the hall if possible.</b></p> <p><b>The group is limited to 15 children from reception to year 6. The leaders will need to inform others that they can go into church with the children but they must stay in their household groups.</b></p> <p><b>Adult helpers should maintain 2m distance from other adult helpers where possible. They should wear visors where possible if this doesn't interfere with the teaching.</b></p>	
<b>Respiratory hygiene</b>	Transmission to other members of group	<p>Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin then wash or sanitise hands.</p> <p><b>Team, where possible, to open windows to improve ventilation in the premises.</b></p>	Remember to empty any bins used into kitchen bin at end of hire.
<b>Hand cleanliness</b>	Transmission to other members of group and premises	<p><b>Adult helpers should use sanitiser on entering and exiting the hall. And sanitise or wash hands regularly, using soap and paper towels during session.</b></p> <p><b>Children should wash their hands on arrival and when leaving.</b></p>	

<b>Someone falls ill with COVID-19 symptoms</b>	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform Janet Warren – key holder and church wardens.	<b>Keep a register of all adults and children who have attended for test and trace system.</b>
---	---	---	--