

Church Holiday Club – Risk Assessment 2020

C&FW = Children & Families Worker
 i.e. Melanie Shields / Sarah Barrett
JM = Jonathan Mobey
L = Holiday Club Leader
A = Holiday Club Assistant
FM = Facilities Manager¹
SL = Safeguarding Lead²
FAL = First Aid lead³



PART 1 - Hazard: Covid-19

Risk: Illness; Transmission to others, especially vulnerable groups

Risk level: High

RISK CONTROL MEASURES	RESPONSIBLE
Ensuring that those exhibiting symptoms of Covid-19 do not attend Ensuring that those who have had close contact recently with someone who has tested positive for Covid-19 do not attend via....	
1. Parents asked to complete a declaration that neither they nor their child has been in close contact with anyone who has been diagnosed with Covid-19 and if they have, they have self-isolated for 14 days, and that they understand that they will need to self-isolate if they develop symptoms subsequently	JM - comms
2. Parents asked to withdraw their child if the child displays any of the symptoms of Covid-19, and to inform Holiday Club if they develop symptoms of or test positive for Covid-19 whilst attending Holiday Club, or test positive during the 14 days following Holiday Club	JM - comms
3. Leaders asked to complete a declaration that they have not been in close contact with anyone who has been diagnosed with Covid-19 and if they have, they have self-isolated for 14 days, and that they understand that they will need to self-isolate if they develop symptoms subsequently	C&FW - comms
4. Leaders asked to withdraw if they display any of the symptoms of Covid-19, and to inform Holiday Club if they develop	C&FW - comms

¹ Week 1 – FM to be Jane Woolley. One of the Holiday Club Assistants to be assigned this role in weeks 2 & 3

² The on-site SL will be each week's Holiday Club leader

³ Week 1 – FAL to be Jane Woolley. One of the Holiday Club Assistants to be assigned this role in weeks 2 & 3

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symptoms of or test positive for Covid-19 whilst attending Holiday Club, or test positive during the 14 days following Holiday Club	
Minimise contact across households via....	
5. Restrict attendance to a single “bubble” of up to 15 children per week	JM - allocation
6. Use a venue (St Matthew’s church hall) that is not used for anything else. Ensure Church Administrator and Church Hall manager know this. Also put up a sign about this on the front door	FM
7. As far as is reasonably practical, have as consistent a set of Leaders and Assistants in any given week, and minimise instances of the same adult working across more than one “bubble”. No child to attend more than 1 week of Holiday Club.	C&FW
8. Limit drop off/pick up to one parent/carer only where possible	JM - comms
9. Ask parents/carers and den leaders not to use public transport or share cars with other households	JM - comms
10. Ask parents/carers not to enter the Hall. Drop off & pick up to be in car park/outside only	JM - comms
11. Ask parents/carers to form a socially-distanced queue in the Church Hall car park. Social distancing markers to be used	JM – comms FM – signs/markers
12. Ask parents/carers not to send their child to other out of school settings during the same week	JM - comms
Minimise virus transfer via social distancing	
13. Leaders to be asked to socially distance from each other where feasible. (NB: Children not to be asked to socially distance from each other or leaders – as per government guidance for primary school aged children in a “bubble”) ⁴	L
Minimise virus transfer via hands	
14. Children and leaders to use hand sanitiser on arrival/signing in	FM, L, A
15. Children and leaders to wash or sanitise hands before eating	L, A
16. Children and leaders to be encouraged to wash or sanitise their hands at other appropriate intervals or occasions during the day e.g. after blowing their nose	L, A
17. Hand sanitiser to be available at the entrance door, the main hall and in the kitchen/meeting room area	FM
18. Relay hygiene rules to children daily	L
19. Posters to be displayed reminding children and leaders of hygiene rules	FM
20. Hand-dryers or disposable paper towels to be used for drying hands rather than shared fabric towels	FM

⁴ The Govt guidance for providers of Out Of School Settings refers to the DofE’s [Covid-19] [Planning guide for Primary Schools](#). This says “...We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff..... If you can keep older children within those small groups 2 metres away from each other, you should do so.”

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<p>21. Any cooking/food activities to avoid sharing of equipment and to minimise the contact that other people have with a child's output. Hand hygiene to be paramount. If items are baked/cooked and therefore require an adult to remove them, they should be placed into a separate bag/container for each child. This procedure should be carried out at arm's length by someone wearing a face mask and when the items are still piping hot. The items should not require cutting up before dispensing into bags/containers, in order to avoid breathing over them</p>	L
<p>Minimise virus transfer via surfaces</p>	
<p>22. High risk areas indoors (loos, door handles, table tops, taps, play equipment, microphone, etc.) to be wiped with detergent/bleach twice a day. Daily cleaning checklist to be displayed showing the list of what to be cleaned, when, and a signature box to confirm when each item has been cleaned. These sheets to be retained until 31/12/20 in case of issues later.</p> <p>Likewise, if church lawn is used, and church loos and back door into church are used, then loos, door handles, taps, etc. to be cleaned (once daily, assuming usage is light).</p> <p>Thorough clean of the Church Hall at the end of each Holiday Club week – not just the high risk areas.</p>	FM
<p>23. High risk areas outdoors (gate latches, play equipment if used, etc.) to be wiped with detergent/bleach once a day . Daily cleaning checklist to be displayed showing the list of what to be cleaned, when, and a signature box to confirm that each items has been completed. These sheets to be retained until 31/12/20 in case of issues later</p>	FM
<p>24. Food & drink</p> <ul style="list-style-type: none"> • Parents and leaders to be asked to supply own snacks, water in a named bottle and packed lunch. • Water bottles to be re-filled by the owner where possible. Provide an urn of cold water for re-filling water bottles to avoid congestion near the kitchen sink. Ideally the urn to be filled using a hosepipe rather than a jug to avoid someone breathing over the water. If the urn is inside, care to be taken that drips do not become a slip hazard. <p>For leaders' hot drinks, leaders and assistants to be given the choice of</p> <ul style="list-style-type: none"> • either bringing personal supplies of hot water in a thermos flask/insulated mug and their own milk, tea and coffee • or using the Hall kitchen kettle and communal supplies - if they feel able to comply with rigorous handwashing before and after touching these communal items. In this case they still need to bring their own mug. However, leaders and assistants to be asked not to make drinks for each other 	<p>C&FW – comms JM – comms</p> <p>C&FW - comms</p>
<p>25. Individuals' personal belongings to be kept apart e.g. using crates, boxes or trays</p>	FM
<p>26. Each child either to be provided with a set of personal stationery items (glue stick, scissors, pens, etc.) in a named clear plastic bag or asked to bring their own supplies from home in a named receptacle. Children asked not to share items. If provided by Holiday Club, items to be put in bags 72 hours before the first use.</p>	C&FW
<p>27. If craft items are prepared by people outside the 'bubble', they need to be delivered 72 hours before the first use</p>	C&FW

28. Adults to use their own pen e.g. to sign in.	C&FW - comms FM
Minimise virus transfer via the air (NB Face masks not to be worn unless in close proximity to someone exhibiting possible symptoms of Covid-19 or if in close proximity when administering first aid)	
29. Maximise ventilation as far as practical by opening some or all of the windows in meeting room/kitchen, and the fire exit doors in main Hall and the skylights in the main Hall, weather permitting	FM
30. Encourage sneezing into crook of elbow and use of disposable tissues. Have disposable tissues available in main hall and kitchen/meeting room, plus provide pedal bins for disposal	L, A
31. When addressing whole group, leaders to use microphone to avoid shouting. Ensure this is wiped between users.	L
32. No singing, live drama or comedy performances – as per government guidelines	L
33. Use outdoor areas, where possible, safe and convenient e.g. for breaks & lunch	L
Managing anxiety/mental health issues arising from Covid-19 situation	
34. Brief leaders on government guidance on what to look out for and how to handle	SL
First aid & Covid-19	
35. Understand procedure for isolating a child who starts to display symptoms of Covid-19. Have a copy of the guidelines for this to hand.	FM, FAL
36. Understand how to minimise physical contact when administering first aid. Have a copy of the guidelines for this to hand.	FM, FAL
37. Have some disposable face masks available if social distancing is not possible during the administering of first aid. (NB Disposable gloves are always provided alongside/in first aid kit as standard – to avoid contact with bodily fluids) Have a tea towel or similar available to cover the patient’s mouth if chest compressions are needed Mouth to mouth resuscitation is not part of first aid now - apart from in drowning or in children – in which case the guidance is to put aside the risk of Covid-19 transmission and perform mouth to mouth resuscitation as well as CPR. Therefore provide a face shield to give some protection in this instance.	FM, FAL

PART 2 – Other hazards

Activity	Identify Hazard	Identify Risk	Risk Level (L/M/H)	Minimise Risk by (Control Measures)	Responsible	Residual Risk Level (L/M/H)
Drop off & pick up times	38. Cars/cars parking	Physical injury	H	<ul style="list-style-type: none"> • Church Hall car park to be clear of cars 9am-2pm • Leaders/Assistants and parents to be asked to walk/cycle if at all possible • Leaders/Assistants and parents to be asked to park cars in Princes Manor farmyard and not on Church Lane or The Park • Car park direction signs to be displayed to remind people 	FM JM & C&FW – comms JM & C&FW – comms FM	L
Throughout	39. Abuse of children by adults	Physical, sexual or mental abuse	L	<ul style="list-style-type: none"> • All adults in contact with children to have necessary DBS checks. • All adults in contact with children to be issued with safeguarding guidelines. • All adults in contact with children to undertake online or f2f Church of England C1 safeguarding training • All adults & children must be recorded in/out using a register. • Children released only to an adult giving the agreed password for that child – unless the adult is known to the leaders • Adults should ideally never take a child to the toilet without 	C&FW C&FW C&FW FM L, A, FM L, A, FM	L

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				<p>another adult present. Whenever possible, encourage children to be independent</p> <ul style="list-style-type: none"> • Ask for parental/guardian's consent to take & share photos. Provide a clear explanation of what photos will be taken and what they will be used for. • All children to be required to place phone in their bag/crate • All leaders to be asked place phone in their bag/crate and to ask people to use the Holiday Club mobile phone number if they need to contact them in an emergency. • Keep any printed contact details of children out of public view. 	<p>JM - comms</p> <p>L, A</p> <p>SL</p> <p>FM</p>	
Throughout	40. Adequate staffing levels	Back up in the case of absence of a Leader/Assistant	L	<ul style="list-style-type: none"> • Have a backup adult on standby 	C&FW	L
Throughout	41. Children wandering off the premises	Injury; abduction; mental distress if unaccompanied or lost	M	<ul style="list-style-type: none"> • Keep latch down on hall front door so it can't be opened from outside, and children can't easily open it from the inside • Shut the main gate and pedestrian gate to car park 9am-2pm • At home time, man the gates to the car park. Check all children are either accompanied or are wearing a wristband indicating that they are allowed to walk home alone. • Supervision at break and lunchtimes – especially if outside. 	<p>FM</p> <p>FM</p> <p>FM, L, A</p> <p>JM – comms</p> <p>L, A, FM</p>	L

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				<ul style="list-style-type: none"> • Roll calls after break/play times • If a child is missing, search the building and grounds thoroughly, then call the police • Parent/guardian to complete registration form for all children 	L, A, FM FM JM - comms	
Throughout	42. Children entering unauthorised areas	Injury; mental distress if lost; damage to church property	M	<ul style="list-style-type: none"> • Children to be made aware at the start of the week of the rules about where is out of bounds in and around the Church Hall – and reinforce as required. • Church Hall meeting room & kitchen to be out of bounds to children during Hol Club hours – unless given express permission to enter (e.g. for an activity, or first aid) • Around the back of the outside of the Hall to be out of bounds i.e. where out of sight and possibly overgrown vegetation 	L	L
Throughout	43. Fire	Injuries, burns, smoke inhalation	L	<ul style="list-style-type: none"> • Emergency exits to be kept clear of obstructions. • Adults to be aware of fire evacuation procedure & location of alarms, extinguishers and Assembly Point. Post a copy of these instructions in each room. 	FM FM	L

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				<ul style="list-style-type: none"> Organise roll call at Assembly Point. Call & meet emergency services and check building for anyone left inside. First aid kit to be kept in meeting room/kitchen, and maintained. 	L FM FM	
Throughout	44. Intruder	Physical abuse/injury	L	<ul style="list-style-type: none"> Leaders to be aware of lock down procedure and where to assemble. 	FM	L
Throughout	45. Injuries	Accidents, slips, trips, falls, bumping into each other/objects, silly behaviour	M	<ul style="list-style-type: none"> Ensure area is of a necessary size for number of people present and for the activities being carried out. Ensure activity is appropriate for the number of participants. Calm the atmosphere if behaviour is getting silly e.g. stop the game, turn off music, ask everyone to sit down. Ensure obstacles and electrical leads are positioned carefully, or covered up safely. Ensure floors are dry/spills are cleaned up immediately. First aid kit to be kept in meeting room/kitchen, and maintained. Seek medical advice or call ambulance as necessary. 	L L L FM FM FM FM	L

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				<ul style="list-style-type: none"> • Children’s consent forms to include about administering first aid and any exceptions notified to FM • Fill in an accident/incident form for any incidents; show to parent/guardian and ask them to sign it; keep file of completed forms and review each day to see if any safety risks need addressing. • Check any play equipment daily to ensure it is safe to use. • Hot drinks to be consumed only in staff room or outside well away from any children (volunteers to be advised to bring insulated mugs if possible) • Designate the Hall meeting room as a quiet area where someone can sit if feeling unwell. Ensure shutter between staff room and hall is open 	<p>JM - registration</p> <p>FAL</p> <p>FM</p> <p>L, A</p> <p>FM</p>	
Throughout	46. Inappropriate, aggressive or disruptive behaviour, bullying	Injury, mental distress	L	<ul style="list-style-type: none"> • Children to be made aware at the beginning of the week of expectations about acceptable behaviour – and reinforce as required. • If the behaviour continues after a reminder, Assistant to escort the child away from the main 	<p>L</p> <p>A</p>	L

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				<p>group, explaining why and giving them space to calm down.</p> <ul style="list-style-type: none"> If the behaviour is unmanageable, parents/guardians should be phoned and asked to come and take the child home. 	A/FM	
Outdoors	47. Heat exhaustion	Dehydration, raised body temperature, fits	L	<ul style="list-style-type: none"> Ask parents to apply sun cream, provide their child with spare sun cream, and a sun hat; Ask children to take their water bottle with them if they are outside and it's hot Remind children to use sun cream, sun hats and to drink. 	JM - comms L L	L
Outdoors	48. Stream in churchyard; Road around front and side of churchyard; Graves/tombs; Ground is significantly above road	<ul style="list-style-type: none"> Drowning in stream Getting knocked down by a car Getting lost or abducted Tripping on graves/tombs Falling off higher ground on to the hard surface of the road 	M	<ul style="list-style-type: none"> If we use the churchyard, tell the children the boundaries of where they are and are not allowed to go, depending on the activity and their age Keep younger children in sight of adults at all times Close adult supervision of children when walking between Church Hall and churchyard 	L	L
Outdoors	49. Insects	Stings	L	<ul style="list-style-type: none"> Be alert to any signs of insect activity and take action to remove or keep children away as appropriate. Include sting relief cream in first aid kit 	FM FM	L

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Craft activities	50. Cuts, accidental stabbing, inappropriate use of equipment and craft materials including swallowing of objects; inhaling or body contact with glue	Injuries	L	<ul style="list-style-type: none"> • Only provide craft activities which are age-appropriate. • All activities to be supervised by an adult • Adults to pay extra attention to younger children and offer intervention when required (e.g. help them use scissors). • Use child-friendly equipment e.g. blunt-ended scissors. • See also under Injuries above 	C&FW L, A A C&FW	L
Games	51. Injuries	See under Injuries above	L	<ul style="list-style-type: none"> • See under Injuries above. 		L
Outdoor activities/play	52. Injuries	See under Injuries above	L	<ul style="list-style-type: none"> • See under Injuries above. 		L
Food preparation, eating & drinking	53. Food poisoning, food intolerances, food allergies, not eating	Illness, allergic reaction, low energy	M	<ul style="list-style-type: none"> • Children bring own lunch and snack. • Ask parents to avoid putting any nuts in lunch or snack • Ensure lunchboxes are kept out of the sun. • Collect allergy info from parents/guardians. • Remind children to wash hands after using the toilet/before eating. • Ensure children eat before playing at lunchtime. Ensure those who say they want to go to the toilet before eating at lunchtime do not sneak off and 	JM - comms JM – comms FM JM - registration L, A L, A	L

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				play instead.		
Asthma	54. Inability to find inhaler/child loses inhaler	Inability to breathe, unconsciousness	L	<ul style="list-style-type: none"> • Collect info from parents/guardians about medical conditions. • Inhalers to be collected at start of each day and kept in child's named crate • Identify at the start of each day any child who needs an inhaler but who has forgotten it. Arrange for parent/guardian to be contacted. 	JM - registration FM FM	L
Minor ant infestation inside Church Hall	55. Unpleasantness of having ants crawling around; danger of exposure to ant treatment powder or poison	A child puts ant powder/poison in its mouth	L	<ul style="list-style-type: none"> • Ant infestation to be treated before Holiday Club opens and poison then removed 	FM	L

Prepared by: Jane Woolley 18/7/20

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