



COVID-19 Sunday School Risk Assessment Form

This risk assessment sets out the control measures to be taken to minimise the risk of the COVID-19 virus entering the premises and potentially infecting users of the building either directly or via a contaminated surface/item. Without the measures, the risk may be high, with the measures the risk is acceptable.

Roles:

- Leaders (L) – Leaders present during meeting
- Young people (YP) - young people of school age who have signed up to attend Sunday School

Control Measures	Control in place (Y/N)	Person Responsible	Comments
Before the session			
1. Ensure group sizes adhere to current government guidelines: <ol style="list-style-type: none"> Sunday School meetings are to consist of two bubbles of up to 18 people maximum. Each bubble will consist of up to 15 YP and at least 2 leaders. One bubble will be of secondary school-age children and one bubble will be of primary school-age children. One bubble will meet in the upstairs room (entrance by the hall door on the High Street); the other will meet in the downstairs back hall (entrance by the kitchen door). There will be no mixing between the bubbles - YP will be assigned to one bubble for the half-term. 	Y	VW and RC	- Parents must register their children in order to attend Sunday School. YP will then be assigned to a bubble dependent on their age. - Registers will be taken and records kept for a minimum of 21 days for track and trace purposes. - Bubbles will be reviewed each half-term to consider group attendance as well as to ensure social and emotional welfare of the YP.

f. Leaders will be on a rota and assigned to a specific bubble. At least 2 leaders will be present each week with each bubble in accordance with safeguarding requirements.			
2. Seating arrangements adapted for social distancing of 1m+. Chairs to be laid out prior to the arrival of the YP.	Y	PW/VW/RC/RP	Arrangements completed prior to Sunday School sessions.
3. Display information re. 'Staying COVID-19 Secure in 2020' at entrances and throughout the building.	Y	HF	Posters prominently displayed.
Pre-booking (via email or by phone)			
4. All YP asked to carry out a self-assessment prior to attending and not to attend if symptomatic.	Y	RC/VW	Questions on booking and all parents advised of this via email.
5. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	RC/VW	Info on this included in email to parents.
Preparing the building			
6. a. Ensure ventilation where possible. b. Fire escape routes must be clear.	Y	PW	Open upstairs windows. Open skylights in toilet and kitchen areas and prop first, internal door to the toilet area open. Kitchen door to be chained open and external door to the High Street to be unlocked and opened.
Young People arriving			
7. Social distancing measures of 1m+ to be maintained where possible, including during arrival and departure of the venue.	Y	L	Emphasised on booking, notices throughout the building. Verbal notices on arrival.

8. Parents must not enter through the door on the High Street or the kitchen door, they must leave their children at that point.	Y	L	Parents will be clearly informed of this via email.
9. a. Everyone to use hand sanitiser on entry to the building. b. Ensure each YP enters by the correct door for their bubble. c. YP over the age of 11 must arrive wearing a face mask unless they are exempt.	Y	L	Hand sanitiser on each entrance, controlled by leaders. Upstairs room bubble to enter through the hall door on the High Street and downstairs hall bubble to enter through the kitchen door. A pack of disposable face masks is available by the outside, kitchen door for any YP over the age of 11 who has forgotten one. Parents will be informed via email which bubble YP are in.
10. Verbal symptom checks on entry.	Y	L	YP only allowed in if they pass the verbal checks. Leaders must check that each YP looks and sounds well.
11. Action Plan in event of a suspected coronavirus case known to enter premises or YP generally becomes unwell during the session.	Y	VW/RC	Parent/guardian will be contacted to pick up YP. YP from upstairs bubble will wait in the entrance space by the High Street door to be collected. YP from downstairs bubble will wait in the kitchen area by the outside, kitchen door to be collected. If YP exhibits any COVID-19 symptoms, parents are advised to contact the NHS 111 online coronavirus service to book a test (https://111.nhs.uk/covid-19). If they are unable to use the online service, they should be advised to telephone 111. Leaders to decide appropriate actions in the halls. E.g. Sanitise surfaces likely to have been touched by the unwell YP.
12. Keep Register of attendees' names and contact numbers.	Y	L	Leader to tick off attendees from list of those pre-booked to attend.

13. Entry stopped when all registered YP have arrived.	Y	L	Register will record all attendees per bubble each week.
During the session			
14. Suitable social distancing policy in place (1m+).	Y	L	Posters and signs prominently displayed.
15. No physical contact between persons from different households/bubbles.	Y	L	Leaders should refer to 1m+ distancing and encourage even the youngest children to remember not to touch any other person physically in the room.
16. No singing or deliberately raised voices during session.	Y	L	Leaders to state this rule each week and remind any YP who forget.
17. YP instructed to remember the 1m+ and no touching rules when chatting to their friends.	Y	L	Leaders to state this rule each week.
18. Interior doors and windows kept open where possible to reduce contact with door handles (may not be appropriate in some circumstances for fire safety, safeguarding or to maintain a suitable temperature).	Y	L	Exterior door to the High Street closed and secured as soon as possible for safeguarding.
19. Regular cleaning of hard surfaces likely to be touched regularly with appropriate sanitiser wipes/spray.	Y	L	Posters up setting out cleaning procedures. Wipes/spray/hand sanitiser all readily available.
20. No distribution of bibles or other books.	Y	L	Each YP will have an individual named, zipped, plastic wallet with a Bible and any other resources in it which are needed for the session.
Food & Drink			
21. Make sure YP have clean hands before eating.	Y	L	Hand sanitiser stations to be used.
22. Each bubble to have its own stock of drinks and snacks.	Y	L	All drinks and snacks will be individually packaged and sanitised with wipes.

23. Drink and snack choices to be laid out on a table with space between each choice. YP asked to decide what they want before taking their choice.	Y	L	YP to go to snack table one at a time and are reminded that whatever they touch, they have to pick up.
24. YP to eat snacks within 1m+ social distance guidelines.	Y	L	YP to sit in a group, spaced apart as much as physically possible.
25. Litter bin to be available for each bubble. YP to deposit all litter from snacks as soon as they have finished eating.	Y	L	Leaders to state this rule each week.
Use of Toilets			
26. YP will be encouraged to use toilet at home before arrival. Toilets will only be used if necessary.	Y	L	Leaders to reiterate this each week and parents to be advised via email.
27. Regular cleaning of surfaces likely to be touched with appropriate sanitiser spray or sanitising wipes.	Y	L	If toilet is used, leader (with PPE) to wipe down surfaces in & around the toilet that have been touched.
28. Toilets supplied with disposable hand towels, hand sanitiser and wipes.	Y	HF	Ensure there's enough hand towels and sanitiser accessible.
29. One toilet allocated to each bubble.	Y	L	Upstairs bubble to use accessible toilet and downstairs bubble to use the toilet on the right.
First Aid			
30. First Aider present on-site.	Y	RC	First aider is identified as Ruth Cordle.
31. Leaders briefed pre-opening about any changes to first aid due to COVID-19.	Y	VW/RC	Appropriate PPE provided, as necessary. First Aid kit will be present in both the upstairs and downstairs halls. VW and RC to have mobile phones on them at all times in case of an emergency or to contact each other for support with a first aid situation.

Safeguarding			
<p>32. Safeguarding of YP who attend Sunday School:</p> <ul style="list-style-type: none"> a. All leaders to have completed a safeguarding session. b. Regular reminders of what to do in the event of a safeguarding concern. c. Details of DSL and deputy DSL to be available with register of each bubble. <p>33. Managing the well-being of YP who attend Sunday School:</p> <ul style="list-style-type: none"> d. Leaders to 'check in' informally with each YP at the beginning of the session. e. Opportunities for YP to talk about their experiences during discussion groups. f. Leaders to pray for the YP attending each week. g. Leaders to contact DSL or deputy DSL if they feel a YP's wellbeing is compromised. 	Y	L	<p>Online safeguarding 'refresher' session to be held for all leaders at some point this term. Name and contact details of the DSL and the deputy DSL to be added to the register.</p>

Review/Revision Record

Date of Review	Confirmed by	Comments
31/10/20		

Leaders		
Vicky Weller		
Paul Weller		
Ruth Cordle		
Ray Pearce		
Julie Lewers		
Alma Toyer		
Jean Mitchell		