

Risk Assessment: Youth and Young Adults Service

Time and Place of event: 6pm Sundays, main church building

Commencing from: 6th September 2020

Person(s) responsible for event: Chris Green, Dave Cornes, Anya Bowker

Person completing Risk Assessment: Anya Bowker (Youth Minister)

Date Updated: 22/9/20

What are the hazards?	Who might be harmed and how?	Initial Rating (Low/Medium/High)	What action do you need to take to control the risk?	Final Rating (L/M/H)	Additional Action Required
Tripping over wires	Person who trips Bodily injury Damage to equipment	M	Wires either tucked behind unmoving furniture, under a mat, or taped down if trailing where people might walk	L	Warn people who are moving around wire-heavy areas, e.g. musicians, to be careful
			Only necessary people allowed onstage and in tech area		
Chairs	Person moving Others around Strain or bumps	L	Dave and Anya to move chairs, other team if they wish to and are able to	L	Anyone not being sensible or vigilant moving chairs asked to stop
			Whole stacks shouldn't need to be moved, but use of chair wheels if they do		
			Space not to be overcrowded that people are likely to bump into each other		No running in the building, and little movement as possible once congregation begin arriving
			Clusters have ample space to move between and aisles clearly between rows		

<p>Adults and Young People in service together</p>	<p>Safeguarding concerns</p>	<p>H</p>	<p>Small Group leaders all DBS-checked Any prospective leader not yet checked will only be in a group with a fully-checked leader, never on their own</p> <p>Non-Youth Team adults in the building either serving or attending the service will be in clusters apart from Young People with other adults</p> <p>There is no interaction before, during, or after the service with anyone outside of your cluster (unless the parent of the young person or someone else they came with)</p> <p>Only the disabled toilet will be used- no shared cubicles- which is within sight of others in the church. People will be encouraged to go at home</p> <p>Staged exit of adults, young people leaving alone, and young people collected by parents</p> <p>Anya (or one welcomer) to stand outside exit door and check young people are collected or definitely going home alone. Also to check no-one is hanging around, and that everyone leaves the premises promptly</p> <p>Two welcomers stationed at the main door to monitor activity inside and out and check everyone in. One to stay on door for security throughout</p> <p>Everyone to stay within the main church (unless going to the toilet)</p> <p>Dave and Anya to be aware of any potential or live safeguarding concerns and take any necessary precautions. They are to make welcomers aware, if necessary, of anyone they need to watch out for or refuse entry</p>	<p>L</p>	<p>Anyone hanging around the premises after will be asked by welcomers to move elsewhere</p>
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			to. Welcomer on exit door to be especially vigilant		
Shared equipment /facilities	Person using equipment Infection with COVID-19	M	Nothing handed out, and nothing around seating areas	L	Bible verses and any additional material needed to be put up on the screen, so as not to need extra handouts
			Encourage people to bring their own Bibles with them		Any handouts that are necessary should be taken home by each person at the end
			No self-check in		
			Encourage young people to use the toilet at home, to reduce use of shared facility		
Coming into contact with someone infected with COVID-19	Anyone in close contact with infected person Anyone in the room Infection with COVID-19	M	Ask those with symptoms/feeling unwell to stay home	L	Communicate with team and parents which symptoms require young people to stay home
			Welcomers and MCs to encourage social distancing in queue and in building, signage upon entry and by toilet, staged exit to avoid congestion, socially-distanced layout of chairs inside. Adults clusters in groups of six to abide by law		We're providing online repeat during the following week so none of the young people miss out by not attending in person
			Young people sat in small clusters by year group with their group leader(s). These groups will remain the same each week, unless numbers or leader availability requires a temporary amendment		Spare disposable masks will be available upon entry for anyone without one (who doesn't have exemption)
			Masks worn by everyone at all times, except when leading/preaching/singing from the front, group leaders whilst teaching during discussion time, or congregation members whilst making a contribution to the discussion		Instruct people not to move chairs

			Congregation to remain seated where first placed until service has ended		
			No congregational singing, food, or contact challenges		
			Music levels will be kept low enough that people can be heard at normal volume		
Frequent touch points	Infection with COVID-19	M	Hand sanitiser to be used upon entry and exit	L	Signs around building indicating good hygiene and practice
			Frequent touch points (chair legs, door handles, tech equipment and area) to be cleaned before and after service (or quarantined)		
Areas of high traffic	Those in the area of traffic Infection with COVID-19	M	Parents to queue outside to drop off and collect. Parents stay outside to drop off, unless staying for service. Parents collecting allowed inside one at a time and young person to come to them.	L	Parents informed beforehand of drop off/collection procedure
			One way- system of entering and exiting		Clear signage to show entrance and exit routes and instruction from the front
Spread of infection	Anyone in building at time of infection Spreading to people outside church Church in bad repute	M	Team and congregation registered either through prior booking or upon arrival for test and trace	L	Ensure database is up-to-date and maintained