

**COVID – 19 HEALTH AND SAFETY RISK ASSESSMENT FORM**

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<b>Event name</b>	<b>Work place (Office) and Friday Sessions</b>	<b>Date</b>	<b>ongoing</b>	<b>Time</b>	<b>ongoing</b>
<b>Location</b>	<b>Bodmin Road Church</b>	<b>Event organiser</b>	<b>Downright Special</b>	<b>Event safety controller</b>	<b>Gillian Bowlas</b>

<b>Hazard</b>	<b>Persons at Risk</b>	<b>Existing control measures</b>	<b>Extra implemented control measures</b>	<b>Who needs to carry out action?</b>	<b>Action to be done by when?</b>
Spreading of Coronavirus by asymptomatic staff and volunteers	Staff Volunteers Parents Children Visitors	All staff and volunteers involved in face-to-face activities to do twice-weekly lateral flow tests (LFTs).  Anyone with a positive test will be asked to self-isolate, report the test results to Downright Special and follow government guidelines on further PCR tests and Test and Trace procedures.	Staff and volunteers are encouraged to have vaccine when they become eligible.  Parents given information on the priority groups for vaccines for unpaid carers and encouraged to have the vaccine when they are eligible.  Parents encouraged to do lateral flow tests and given information on where to order testing kits. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/</a>		
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Volunteers Parents Children Visitors	Everyone to wash hands or use hand sanitiser on entry to building  Hand sanitiser is provided at entry to building.  Soap and hand dryers provided in toilets.	Put up signs to remind people to wash hands and use hand sanitiser.  At Friday sessions a designated person will 'meet and greet' families and remind to use sanitiser.		

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<p>Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points to facilities, and other communal areas</p>	<p>Staff Volunteers Parents Children Visitors</p>	<p>Numbers of people in the building limited at any one time.</p> <p>No more than <b>three</b> people to be in the office at any one time.</p> <p>Toilets to have only one person in at a time or one family/household. Disabled toilet designated for attendees of groups. Staff to use other toilet facilities.</p> <p>Entry to the building is one person or family/household at a time.</p> <p>Only one adult to attend with one child. No siblings allowed.</p> <p>Everyone to wash hands or use hand sanitiser on entry to building</p> <p>'Touch points' such as door handles, toilets, chairs, desks to be cleaned regularly. (After every group has been in the building).</p> <p>Soft play area closed</p> <p>Group attendees asked to bring the minimum of personal belongings into the building</p> <p>Reminders sent to families to not attend if feeling unwell for any reason.</p> <p>Exiting the building will be done one family at a time. Meet/Greet person to</p>	<p>'Meet and greet' person will only open the door to one family at a time to allow them to clean hands and sign in before next family enters.</p> <p>'Meet and Greet' person to wear a face covering</p> <p>Require a method of organising timetable of who is in the office when.</p> <p>Put up a sign at the entrance to toilets that it is one person at a time only.</p> <p>Magic Bag leader to remind families to leave one at a time at the end of the session and to socially distance.</p>		

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		<p>hold open door and remind families to keep socially distanced whilst exiting the building.</p> <p>.</p>			
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment, resources and workstations</p>	<p>Staff Volunteers Parents Children Visitors</p>	<p>Wash hands on arrival at office.</p> <p>Hand sanitiser and wipes easily accessible in the office</p> <p>Shared office equipment such as photocopier, laminators, guillotines to be wiped by each user before use</p> <p>Each individual to wipe down own desk before use</p> <p>Each child to have own set of resources where possible. Limited sharing of toys, equipment, laminates between different children. Shared resources will be cleaned between uses.</p> <p>Toys, resources, equipment to be cleaned before and after each use.</p> <p>Magic bag toys to be picked out of the bag by the session leader rather than the children.</p> <p>Group attendees asked to bring the minimum of personal belongings into the building</p>	<p>Need to identify regular cleaning regime for office</p> <p>Need to have arrangements in place to clean if someone develops symptoms of coronavirus at work</p> <p>Sharing of resources is limited and only in line with the <i>guidelines "Resources, such as books, toys and equipment, can be used and shared within consistent groups. These should be cleaned regularly, along with all frequently touched surfaces."</i> See page 30 Government Document <a href="#">Actions for Early Years</a></p>		

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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff Volunteers	<p>Regular calls or meetings (virtual or in person socially distanced) with everyone working at home to talk about any work issues</p> <p>Include staff in the completion of this risk assessment, so they can help identify any potential problems and identify solutions.</p> <p>Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</p>			
Contracting or spreading the virus by not social distancing	Staff Volunteers Parents Children Visitors	<p>No more than three people in the office at any time to maintain social distancing</p> <p>Continue to work from home where possible.</p> <p>Limiting numbers in the building (see above)</p> <p>Children spread out in group sessions by:</p> <ul style="list-style-type: none"> <li>- marking spots on the floor using individual mats for the babies to sit on.</li> <li>- only two children plus parent per 'horseshoe' shaped table, sat at each end</li> <li>- no more than 4 children in each group</li> </ul> <p>Use of PPE in lessons:</p>	<p>Teachers to be familiar with the guidance on exemptions for face coverings which states <i>"Exemptions: Some individuals are exempt from wearing face coverings. This applies to those who: •</i></p>		

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		<ul style="list-style-type: none"> <li>- Teachers to wear a face covering if less than 2m away. Face coverings can be removed for specific speech and language interventions</li> <li>- Parents/ Adult support to wear a face covering</li> <li>- Any other staff/volunteers to wear face covering</li> </ul> <p>Teachers to sanitise hands in between working with each child or passing something to them</p> <p>All equipment, toys, resources, tables, chairs to be cleaned after each use.</p> <p>Magic Bag</p> <ul style="list-style-type: none"> <li>- singing and signing will be in biggest available room (main church) to allow for social distancing.</li> <li>- Social distancing with places for each child/parent marked by mats on floor</li> <li>- Accompanying adult to wear a mask</li> <li>- Session leader will choose toys from magic bag to avoid children getting too close and to minimise touching of shared resources</li> </ul> <p>If someone develops symptoms during the session then they will be asked to leave the building immediately and follow the government guidelines on</p>	<p><i>cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate “</i></p> <p>See page 26 of Government Document <a href="#">Actions for Early Years</a></p> <p>The guidance also states that <i>“Face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.”</i> For this reason Face visors will not be routinely worn by staff.</p>		

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		getting a test. We will use the contact details attendees have given us to follow the government guidelines on track and trace.			
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	<p>Information on DSE sent out to all workers including information on setting up workstation correctly, taking regular breaks.</p> <p>Recommended purchase of keyboards, mouse and any other equipment required. to work safely at home</p>			
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Volunteers Parents Children Visitors	<p>Group sessions will be run in the main church hall, café area and back room. Windows in the café to be opened and before children arrive wherever possible the main doors to the building and patio doors in the café area should be opened to allow fresh air to flow through. Windows to be opened in large back room.</p> <p>Fire door to be opened to allow fresh air to flow through before session begins but it must be closed / left unlocked during the session.</p> <p>There is no ventilation in the Downright Special office area or the church office area. Risks mitigated by regular cleaning of surfaces and limiting numbers in the office to a maximum of three people at one time.</p>			

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Increased risk of infection and complications for vulnerable workers	Staff	<p>Identify if any staff fall into one of the following categories:</p> <ul style="list-style-type: none"> <li>➤ Clinically extremely vulnerable</li> <li>➤ People self-isolating</li> <li>➤ People with symptoms of coronavirus</li> <li>➤ Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19)</li> </ul> <p>Discuss with employees what their personal risks are and identify what need to do in each case</p>	Staff and volunteers encouraged to have vaccine when they are offered.		