



SJP Kids Club Risk Assessment 2019

Activity	Potential Risks	Likelihood	How will risks be minimised	Overall Risk Level
Children and Parents Entering the Building	Safeguarding: Children attending the event without parents knowledge or consent.	Low	<ul style="list-style-type: none"> • A staff member will monitor the main door during welcome. • Children without an accompanying parent or guardian will not be admitted to the building. • All team members will have a current DBS • Upon arrival team members will advise families on social distancing guidelines and advice them to use the hand sanitiser provided. • Any families lingering in reception will be encouraged to move into the hall by team members. • In the event of wet weather team members will monitor the entrance hall for slip hazards. • A mop and bucket will be available to mop up any slip hazards. • A wet floor sign will be displayed during wet weather. • The reception are will be inspected prior to opening the main doors and any trip hazards removed. • Doors will be wedged open and secured appropriately in windy weather. • All doors will be wedged open to prevent multiple people touching surfaces. • Parents will be reminded to supervise their children. • Antibacterial spray will be used regularly on hard surfaces. • Two meter floor marking will be in place. • Families will be asked to queue outside the building prior to the event and then allowed in one at a time so social distancing can be maintained. 	Low / Moderate
	Children interacting with unknown adult team members .	Moderate		
	Health and Safety: Families entering the building without social distancing, or lingering in reception area.	High		
	Families not using hand sanitiser before entering site.	Moderate		
	Wet weather creating slip hazards.	Moderate		
	Objects in the reception area creating trip hazards.	Moderate		
	Strong wind causing doors to slam creating a injury hazard.	Moderate		
Multiple people touching door handle and hard surfaces.	High			

Hazards highlighted in RED refer specifically to the COVID 19 pandemic.

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Registration	<p>Safeguarding: Children providing personal details.</p> <p>Health and Safety: Families completing registration forms causing a 'bottle neck' in reception area, preventing social distancing.</p> <p>Sharing of pens causing cross contamination between households.</p>	<p>Low</p> <p>High</p> <p>High</p>	<ul style="list-style-type: none"> Only adults will be permitted to complete registration forms. Registration forms will not be completed in the reception area, but once families are in the building and in their 'bubbles'. Each 'Bubble' will contain pens which have been quarantined to ensure the safety of visitors. Registration forms will not be collected until the end of the session, to prevent person to person contact' and then placed in a secure location. Once used all pens will be kept separate and put into 'quarantine' for a minimum of 48hrs before being used again. 	Low
Families socialising in the 'Main Hall' before the session starts.	<p>Safeguarding: Children interacting with adults they do not know.</p> <p>Health and Safety: Children / adults wishing to play / socialise with their friends and ignoring social distancing.</p> <p>Objects on floor causing trip hazards.</p> <p>Sharing of equipment and resources causing hazard.</p> <p>Team members coming too close to group members.</p>	<p>Moderate</p> <p>High</p> <p>Low</p> <p>Moderate</p> <p>Moderate</p>	<ul style="list-style-type: none"> All volunteers will have current DBS forms. The main hall will be divided up into family bubbles. These areas will be marked using tape on the floor and each family will be expected to remain within their section at all time. The family bubbles will be a minimum of 2m apart from the next bubble on all sides, this will provide a walkway for volunteers to use safely. Any adult ignoring social distancing will be spoken to by a volunteer and asked to increase their distance from others or leave the hall. The hall will be inspected for trip hazards prior to the session. Each bubble will have it's own pack of quarantined resources, these will be for the exclusive use of that family. No equipment will be saved between families. All team members will be instructed to maintain a 2m distance from families present. Windows will be open throughout the session. 	

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Toilet area	<p>Safeguarding: Children going into the toilets alone without adult supervision.</p> <p>Health and Safety: Water on floor of toilets causing slip hazard</p> <p>Heavy and constant use of toilets causing hygiene issues.</p> <p>Lack of soap, towels or toilet paper creating unsanitary conditions.</p> <p>Use of toilets increasing the opportunity for Covid 19 to spread.</p>	<p>High</p> <p>Moderate</p> <p>Moderate</p> <p>Moderate</p> <p>Moderate</p>	<ul style="list-style-type: none"> The toilets will be closed during the session, except for emergencies. Parents will be responsible for their children's safety during the child's use of the toilet. Children will not be permitted to use the toilet without their parents knowledge and consent. Toilets inspected and disinfected before and after the session Cleaning resources will be available throughout the session. Parents encouraged to take their children to the toilet Additional soap, paper towels and toilet rolls will be available during the session, if required. The toilet floor will be inspected for trip and slip hazards prior to the session. The marked walkways must be used to ensure social distancing is maintained as people walk to and from the toilet. Workers will not escort children to the toilet. 	Low
Welcome and Opening Prayer	<p>Safeguarding: Persons of other faiths being distressed by prayers being offered to the One True God of the Bible.</p> <p>Health and Safety: Multiple people praying simultaneously increasing risk of Covid 19 spreading.</p>	<p>Low</p> <p>Moderate</p>	<ul style="list-style-type: none"> All promotion of the session will highlight that it is a Christian taking place in Church. Support will be available for anyone upset by the activity. Prayers will only be led by one person. Windows will remain open throughout the session. 	Very Low

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Bubble Challenge Activity	<p>Safeguarding: Activity being unsuitable for younger children and causing upset or distress if they fail.</p> <p>Children being teased if they are unable to complete the activity.</p> <p>Health and Safety: Children becoming over excited during the activity and injuring themselves.</p> <p>Children becoming forgetting to socially distance during the activity.</p> <p>Equipment or resources causing injury to children.</p> <p>Shouting increasing the Covid 19 spreading.</p> <p>Cross contamination of equipment leading to Covid 19 spreading</p>	<p>Moderate</p> <p>Low</p> <p>Moderate</p> <p>Moderate</p> <p>Low</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> • Parents will supervise their children throughout the activity. • All activities will be tailored to suit the children's ages and abilities. • Support will be available to any groups struggling with the activities. • Volunteers will speak to anyone who mocks another person present and ask them to stop. If the unsuitable behaviour continues that person may be asked to leave. • Bubbles will be big enough for children to move excitedly without risk of injury. • All people will be instructed to remain in their family bubble areas at all time. • If any child becomes excessively over excited volunteers will support parents in calming the child, if needed. • All equipment and resources used will be age appropriate. • A first aider will be on site at all times. • Windows will be open throughout the session. • Each family bubble will have their own resources and equipment, which will not be shared. The resources will be quarantined for 48 hours at the end of the session. • Children will be encouraged not to shout during the session. 	<p>Low</p>

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Song Time	<p>Safeguarding: Children being teased for not singing or doing the actions correctly</p> <p>People being offered by the Christian nature of the Songs.</p> <p>Health and Safety: Injury from doing the actions to the songs.</p> <p>Sound singing increasing risk of Covid 19 spreading.</p> <p>Objects on the floor causing trip hazards.</p> <p>People ignoring social distancing while dancing.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Moderate</p> <p>Low</p>	<ul style="list-style-type: none"> Parents will supervise their children throughout the activity. Volunteers will speak to anyone who mocks another person present and ask them to stop. If the unsuitable behaviour continues that person may be asked to leave. Bubbles will be big enough for children to move and dance without risk of injury. All people will be instructed to remain in their family bubble areas at all time. A first aider will be on site at all times. Windows will be open throughout the session. Children will be encouraged not to sing during the session, but to copy the actions instead. The hall be inspected for trip hazards prior to the session. 	Low
Sound System & Screen Projection	<p>Safeguarding: None</p> <p>Health and Safety: Wires causing trip hazard.</p> <p>Loud sound levels causing hearing damage.</p>	<p>N/A</p> <p>Low</p> <p>Low</p>	<ul style="list-style-type: none"> All wires on the ground will be covered to prevent trip hazards. The music will remain at a limited level throughout the session. 	

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Games	<p>Safeguarding: Children being teased or insulted if they don't do well during the games.</p> <p>Children becoming upset if they do not win the game.</p> <p>Health and Safety: Children injuring themselves during the games.</p> <p>Children leaving their family bubble.</p> <p>Children shouting increasing risk of Covid 19.</p> <p>Accidents caused by trip hazards on the floor.</p> <p>Equipment used increasing Covid 19 risk</p> <p>Older children knocking over younger children.</p>	<p>Moderate</p> <p>Moderate</p> <p>Moderate</p> <p>High</p> <p>Moderate</p> <p>Low</p> <p>Moderate</p> <p>Low</p>	<ul style="list-style-type: none"> • Children will be supervised by a parent or guardian at all times. • Volunteers will watch for any bullying and intervene as needed. If the bullying continues the perpetrator may be asked to leave the session. • All games will be age appropriate for the children present. • Support will be available for any child who may become upset during the game. • A first aider will be present at all times. • Families will be instructed to remain inside their designated bubble at all time. • Volunteers will ensure people do not leave their family bubbles. • Children will be encouraged not to shout during the games. • Windows will remain open throughout the session. • The hall will be inspected for trip hazards prior to the session. • Each family bubble will have their own equipment bundle for their exclusive use during the session. • All equipment will be quarantined after the session for a minimum of 48 hours. • Games will be tailored to ensure they can be safely played inside the bubble area. 	<p>Low</p>

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Colouring and Puzzle Sheets	<p>Safeguarding Christian themes cause offence to those of other faiths.</p> <p>Health and Safety Allergy to felt tip pens.</p> <p>Paper Cuts</p> <p>Sharing of resources increased risk of Covid 19 spreading.</p>	<p>Low</p> <p>Very Low</p> <p>Low</p> <p>Moderate</p>	<ul style="list-style-type: none"> • Activity will be supervised by an adult at all times. • All children must be supervised by parent or guardian • All children will be asked to complete a registration form and asked to declare any allergies prior to the activity. • A first aider will be on site at all times. • Each bubble will have their own set of resources, not to be shared with other groups. • All resources will be quarantined for 48 hours after use. • The sessions will be advertised in advance as Christian based. • Support will be available for anyone offered by the session content. 	Very Low
Story	<p>Safeguarding: Exciting or dramatic stories may upset younger children.</p> <p>Health and Safety: Children sitting too close together during the session and increasing risk of Covid 19 spreading.</p>	<p>Low</p> <p>Moderate</p>	<ul style="list-style-type: none"> • Parent or guardian will supervise children throughout the session. • Stories will be age appropriate for the children present. • Support will be available for any child upset by the story. • Children and adults will remain within their bubbles during the story. • windows will remain open throughout the session. 	Low

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Craft Activity	<p>Safeguarding N/A</p> <p>Health and Safety Children injuring themselves on craft equipment and resources.</p> <p>Children allergic to glue, pens etc.</p> <p>Children dropping items on floor and causing trip hazard.</p> <p>Children misusing equipment e.g. scissors and creating risk.</p> <p>Shared equipment spreading Covid 19.</p> <p>Volunteers helping families with craft risking spread of Covid 19.</p>	<p>N/A</p> <p>Low</p> <p>Low</p> <p>Moderate</p> <p>Low</p> <p>Moderate</p>	<ul style="list-style-type: none"> • Parent or guardians will support their children during the activity. • A first aider will be present at times. • Crafts will be age appropriate. • Clear instructions will be provided for the craft activity. • Parents will be asked to advise volunteers of any allergies prior to the session starting. • Children and parents will be encouraged to pick up any dropped item promptly to prevent trip hazards. • Any person misusing equipment will be asked to stop by a volunteer. If the behaviour continues the person may be asked to leave the session. • Each bubble will have it's own resources and equipment. • All equipment will be quarantined after the session for a minimum of 48 hours. • Windows will remain open during the session. • Volunteers will be reminded to maintain a 2m distance from each family bubble. • Hand sanitiser will be available to each volunteer. 	<p>Low</p>

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Exiting the Building after the session.	<p>Safeguarding Children leaving the building without their parent or guardians knowledge.</p> <p>Health and Safety Families ignoring social distancing while leaving the building.</p> <p>Multiple people touching door handles and surfaces when leaving the building.</p>	<p>Low</p> <p>Moderate</p> <p>High</p>	<ul style="list-style-type: none"> • Children will be instructed to remain with their parent or guardian at all times. • 	

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