

## Heysham Free Methodist Church Risk Assessment

**Title : Risk Assessment for opening up Sunday School during Sunday Services**

**Ref:HFM/C19-3**

**Issue:1A**

**This Risk Assessment forms part of a suite of Documents produced to comply with Government & Public Health England Guidelines, to ensure a COVID-19 Safe Environment is achieved within the church.**

**This Risk Assessment must be read in conjunction with Sunday School Guidance sheet HFM/C19-9.**

**Assessed by – Becky Cronin**

**Date: 12/7/20**

**Approved by- Leadership Team**

**Date: 14/7/20**

Area of Focus	Controls Reqd. Yes/No	Action Required	By Whom	Post Action Risk Level
How will children enter and leave the Sunday School room safely?	Yes	Parents or Guardians will need to book their child in, in advance. This requirement will be communicated to them beforehand.	Leadership Team Parents or Guardians	Low
		There will only be one Sunday School group offered for all age groups.		Low
		Parents or Guardians will enter the building and send their child to the Sunday School doors where a member of the Sunday School team will greet them (from a 2m distance) and send them upstairs.	Stewards Sunday School team	Low
		To leave the session, children will go down the stairs and form a queue (2m apart) within the barriered off area in the Cafe Area. As their parents or Guardians leave the sanctuary, their child will be sent to them to walk out of the building together.	Sunday School team Parents or Guardians Stewards	Low
How will hygiene and hand washing be planned for?	Yes	Children will sanitise their hands on their way into the building as instructed by the Steward.	Stewards Parents	Low
		Children will sanitise their hands on the way out of the building as instructed by the Steward.	Stewards Parents	Low

		A hand sanitising provision will be available in the Sunday School room to allow team members to sanitise hands as necessary.	Stewards	Low
		Disposable tissues will be available in the Sunday School room for use by the children. Used tissues must be placed in the bin within the room.	Stewards	
		As the session is only 30 mins, it is envisaged that children will not need to sanitise their hands again within the session.	S/School team	Low
How will we plan for the safety of the team?	Yes	The team will stay 1m+ away from the children as much as possible.	S/School team	Low
		The team may wear a mask if they would like to, while in the Sunday School room. Due to new Government Guidance Face masks MUST be worn in all other areas.	S/School team	Low
		Members of the 'normal' Sunday School team who are clinically vulnerable or who live with a person who is clinically vulnerable will not be asked to attend.	S/School leader Leadership Team	Low
How will we ensure social distancing in the Sunday School session?	Yes	The guidance from the DfE states that "we know that... early years and primary age children cannot be expected to remain 2 metres apart from each other and staff". However, It is still important to reduce contact between people as much as possible, and so, where settings can keep children and young people in those small groups 2 metres away from each other, they should do so.	S/School team	Low
		Children will be seated at individual desks, 2m apart. Household groups will sit together at the same table to maximise the number of children we can fit in the room.	S/School team	Low

		Children will remain in their seats (or stand up in their own area) for the duration of the session.	S/School team	Low
				Low
How will we ensure there is no sharing of equipment and resources?	Yes	Children will have their own resource pack at their desk with everything they need for the session.	S/School team	Low
		Any other resources needed for crafts etc will be placed on desks at the start of the session.	S/School team	Low
		There will only be 1 Sunday School session through the day so by the time of the next session, more than 72 hours will have passed and the equipment will be deemed safe for a different child to use it.	S/School team	Low
		Books, including Bibles, should not be used. All unnecessary books, equipment & material will be removed from the room and stored away.	S/School team	Low
		Children should not bring any personal effects in with them, including their own toys, pencils and so on. Parents or Guardians will be informed of this requirement beforehand.	Leadership team, Parents or Guardians	Low
		There will be no snack and drink time, so no equipment will be needed here. Children will be permitted to bring in their own water bottle for personal use, preferably with their name on it. Parents or Guardians will be informed beforehand.	Leadership team, Parents or Guardians	Low
What will a session look like?	Yes	Children will come in and wait for others to join them.	S/School team	Low
		When everyone is present, the Sunday School session leader will tell a story from the Bible or lead a short talk, show a video etc.	S/School team	Low
		The children will then do a craft / wordsearch / similar activity that does not involve them needing to leave their seat.	S/School team	Low

		Games that can be played in the child's own seat can be played, such as 'Stand up if you....' Etc or hangman type games.	S/School team	Low
		Singing will not be permitted at this time.	S/School team	Low
How will we ensure the room is clean for the next session.	Yes	Initially, there will only be 1 Sunday School session through the day so by the time of the next session, more than 72 hours will have passed, therefore any wiping down will not be necessary at the end of the session.	S/School team	Low
		The room will be thoroughly cleaned during the week by the church cleaner.	Cleaner	Low HFM/C19-7
How will toilet arrangements be planned for?	Yes	Parents or Guardians will be encouraged to ensure that their child has been to the toilet at home before the session to minimise the need to use the church toilets.	Parents or Guardian	Low
		If a child does need to go to the toilet during the session, one leader will bring them down and wait outside the toilet while the child goes in. They will only be permitted to use the Disabled toilet.	S/School team	Low
		The leader will only bring a maximum of two children down with them to ensure social distancing and minimise contact.	S/School team	Low
How will normal safeguarding arrangements be planned for?	Yes	Two adults, both with current DBS checks, will be on the team each week.	S/School Leader	Low
		One adult may be left alone with a group of children, while the other adult does toilet runs or is directing children upstairs.	S/School team	Low
How will first aid incidents be dealt with?	No	If a first aid need should arise, it is expected that the Sunday School team would attend to this need	S/School team First Aider	Low

		themselves as per normal. A First Aid kit will be kept in the Sunday School room, to minimise the need for a Sunday School member to enter into other areas.		