

COVID-19 Risk Assessment

Group: Springfield Youth	Site: In the park/ outdoors	
People at Risk: Young people, Leaders	Additional Information: Weather dependent	
Contact Person: Caitlyn Harrison	Job Title: Youth Pastor	Review Date: August 2020

Risk Evaluation

Hazard	Risk	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
What's the hazard?	What is the risk of harm?	Is this risk Low, Medium or High?	What measures will you put in place to reduce the risk identified?	How has the rating changed as a result?	What else can you do to minimise risk?
Social Distancing	Infection from COVID-19	H/M	Everyone will keep 2 metres apart at all times, including in seating arrangements and activities.	M/L	
Sport & Activities	Not maintaining social distancing and sharing equipment.	H/M	Only do non-contact sports & activities, ensuring social distancing of 2m. Sanitise hands after activities.	M/L	Everyone brings own equipment or shared equipment is cleaned between uses (with anti-bacterial wipes). To be arranged in advance of events (by Caitlyn).
Worship & Sound	Spreading germs.	M	No singing, shouting, or blowing musical instruments will be permitted.	L	
Food & Drink	Spreading germs.	M	No food or drink will be provided or shared. Everyone will bring own when necessary & will sanitise hands before and after eating.	L	

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Sanitation	Spreading germs.	M	Hand sanitizer provided for all present - used upon arrival, as needed during, and before leaving.	L	Purchase sufficient amount of hand sanitizer and ensure there is enough for each meeting. Ensure all leaders and young people are familiar with proper sanitising methods. (By Caitlyn – in advance of events.)
Tracing the spread of virus	Virus spreading to more people if unable to track and isolate it.	M	In line with guidance from the diocese, fixed groups of up to 15 people, including leaders, will be established (while maintaining adult-to-child safeguarding ratios) to meet separately. Registers of attendance will be kept. This will be recorded by one leader to avoid sharing pens (which will otherwise be sanitised between uses). Information can be shared with NHS test and trace, and meetings will temporarily cease as required, if anyone becomes unwell with Covid.	L	Everyone will be asked to inform us and not attend if they, or members of household, have any symptoms. E-mails and messages will be sent to parents, young people and youth leaders to convey this. (By Caitlyn - in advance of events.) All details collected on the day (Name, Phone Number/Contact, number of people in family, both joining and at home) will be kept in a secure place in the office for 21 days after the event, after which it will be shredded.
Permission & consent	Parents being unaware of events or people feeling compelled to attend.	M	Consult youth leaders and young people and attain written permission from parents. (This will include asking them to agree to information being available for NHS test and trace, otherwise they can withhold their permission for attendance.) Ensure everyone is aware of what is being offered and that attendance is optional. (Doctor and government advice must be complied with for anyone living with a shielding person.)	L	
Awareness of rules and expectations	People being unaware of rules and therefore not complying, or feeling concerned about what precautions will be in place for their safety.	M	Send out e-mails and messages to parents, young people & leaders detailing the social distancing rules/ expectations and precautions in place, in advance. These will be reiterated and implemented at each event.	L	Risk assessment results will be shared with all youth leaders. (By Caitlyn - when assessment is finalised.)
Compliance with code of conduct.	People not complying and thus conducting	M	If young people do not comply with regulations, they will be given warnings. If	L	

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	themselves in an unsafe manner.		they refuse to comply still, parents will be contacted to collect them. Anyone not complying with safety regulations will not be permitted to attend.		
Interference from outsiders in public space (in the park)	Outsiders wanting to join in or interfere.	M	Youth leaders will maintain good supervision and ask any outsiders to move on to ensure safety and keep group size consistent.	L	
Restrictions relaxing or intensifying (e.g. localised lockdowns.)	Need to conform to changing policies.	M	Will stay up to date with government advice and make adjustments accordingly, keeping everyone informed and updating risk assessments as we go.	L	