



Activity or Task Assessed Youth: Grow Night	Location of task or activity Breathe New Life Church	Assessment number 1	Review date NA
Date of assessment: 11.05.2021		No of pages: 7	

Identified Hazard	Who might be harmed?	What actions are to be taken to minimise the risk?
Spread if Covid-19: Room Capacity and Volume of Attendees	All attending Spread of Covid-19	Event open to 20 – 4 Leads, 15 Youth only Room will be set up, all equipment and seating sanitised prior to the event.
Who needs to carry out the action?	When is the action needed?	Date Completed
Youth Team	Prior to the Event	
Identified Hazard	Who might be harmed?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Crowds at Events	All Attending Spread of Covid-19	Eventbrite booking in system – setup for 15 youth attendees. NOTE this information will be kept for 28 days for NHS Test and Trace purposes

		<p>An email will be sent to all attendees 3 days prior to the event explaining all the safety measures that have been taken and what is expected of individual, plus a copy of the risk assessment.</p> <p>Those leading Grow Night will wear a mask unless they are leading the event.</p> <p>All Youth to wear face masks while attending.</p> <p>All Youth and volunteers to hand sanitise on arrival.</p>
Who needs to carry out the action?	When is the action needed?	Date Completed
Youth Team	Prior to the event and during the event	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Parking and entering the building, could cause pockets of people congregating together.	All Attending Spread of Covid-19	Outdoor parking only on the premises Parents will leave the young people at the door Clear social distancing signs installed. One-way car park system
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	During the Event	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Building flow to ensure social distancing.	All Attending Spread of Covid-19	1 Volunteer will sign attendees in

		<p>1 Volunteers will direct the young people to hand sanitise and then into the café and to their seat</p> <p>1 Volunteer will be stationed by the café doors to ensure the young people are safe in the room.</p> <p>Entry into the Café via the corridor double doors.</p> <p>There are clear social distancing signs.</p>
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	<p>Team to be trained by the Wednesday prior to the event.</p> <p>Room set up prior to the event.</p> <p>Team to serve at the event</p>	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid 19: Sanitising/hand washing.	<p>All Attending</p> <p>Spread of Covid-19</p>	<p>Wall mounted hand sanitising stations located, by the main entrance, outside the main toilets, inside the auditorium doors, entrance to the café by the archway, by the fire door by the baby room, by the easy access toilet.</p> <p>Volunteer at the front door will ask attendees to hand sanitise as they enter the building.</p> <p>Free standing hand sanitising unit to be available where needed.</p> <p>All toilets have 'good handwashing' procedures – see later note for use of toilets</p>
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	<p>Hand sanitiser bottles to be placed in the other areas prior to events and replenished when necessary.</p>	

Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Ventilation/Open Doors	All Attending Spread of Covid-19	2 café windows will be opened prior to the event.
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Prior to and during all events	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Use of Toilets	All Attending Spread of Covid-19	Young people will use the main Mens and Ladies toilets They will be asked to wash their hands thoroughly and to hand sanitise.
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Team to man during the event	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Shared equipment	All Attending Spread of Covid-19	Masks to be always worn except when leading from the front.

		<p>Seating will be set up 2m from where the person leading will stand.</p> <p>Any equipment to be used will be wiped prior to the event with a bacterial wipe, where possible equipment must not be shared.</p> <p>Masks to be worn by all attending.</p> <p>Music will be played at a level that will not cause raised voices.</p> <p>Team will ensure that the young people are kept calm during the event.</p>
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	During the event	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Spread of Covid-19: Staying physically safe during the event	<p>All Attending</p> <p>Spread of Covid-19</p> <p>Children leaving the building as doors are open for ventilation.</p> <p>Slips, trips and falls</p> <p>Choking</p>	<p>Young people will be seated during the event.</p> <p>Young people will have to remain in their seats unless they need the toilet or want to return to their parents.</p> <p>Masks to be worn.</p> <p>Attendees can bring their own drinks into the café. Food is to be discouraged.</p> <p>Team will not be providing drinks or snacks.</p> <p>The Youth Team have the right to contact the parents/carers if a young person is being disruptive.</p> <p>The front door to the building will be locked once all the attendees are in the building.</p>

		<p>An email will be sent to all attendees 3 days prior to the event explaining all the safety measures that have been taken and what is expected of individual, plus a copy of the risk assessment.</p> <p>First Aider Present as allocated for the main church event.</p> <p>Fire Responsibilities will be allocated to team.</p> <p>Key Holder Responsibilities will be allocation to team.</p> <p>All necessary training will be given prior to the event.</p>
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Prior and during the Event	
Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Use of Electrical Equipment	<p>Person operating the equipment.</p> <p>Electrocution</p> <p>Fire hazard</p>	<p>All electrical items are PAT Tested.</p> <p>Operator to examine equipment prior to use.</p> <p>Young people will be seated at a safe distance from the equipment so that they cannot touch and be harmed.</p> <p>First Aider present as allocated for the main church event.</p> <p>Fire Marshals allocated and Fire Evacuation plan explained to all Volunteering, this will include individual roles should there be a fire emergency</p>
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Prior and during the event	

Identified Hazard	Who might be harmed and how?	What actions are to be taken to minimise the risk?
Loose cables, raised carpets, stairs, steps around the building – areas that could cause slips, trips, and falls	All Attending Spread of Covid-19	Team will make sure the room is free of obstacles. Weekly Slips, Trips and falls checks to be completed. First Aider present as allocated for the main church event
Who needs to carry out the action?	When is the action needed?	Date Completed
Team	Prior to the event	

