



<b>Activity or Task Assessed</b> Breathe Kids Church (Café)	<b>Location of task or activity</b> Breathe New Life Church	<b>Assessment number</b> 1	<b>Review date</b> NA
<b>Date of assessment: 20.07.2021</b>		<b>No of pages: 8</b>	

<b>Identified Hazard</b>	<b>Who might be harmed?</b>	<b>What actions are to be taken to minimise the risk?</b>
Spread if Covid-19: Room Capacity and Volume of Attendees	All attending Spread of Covid-19	Number of children able to attend will be subject to team available at a 1:6 ratio. Children will need to be booked in to Kids Church via Eventbrite Room will be set up, all equipment and seating sanitised prior to the event.
<b>Who needs to carry out the action?</b>	<b>When is the action needed?</b>	<b>Date Completed</b>
Kids Team and Staff (Team)	By the Friday of the event	
<b>Identified Hazard</b>	<b>Who might be harmed?</b>	<b>What actions are to be taken to minimise the risk?</b>
Spread of Covid-19: Crowds at Events	All Attending Spread of Covid-19	Eventbrite booking in system 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 Kids Church will wear a mask unless they are leading the event. Children under the age of 11 do not have to wear a face mask, per the Government Guidelines (updated 23.09.2020)</p> <p>All children and volunteers to hand sanitise, using the hand sanitiser by the Easy Access Toilet. Parents will hand the children over in the Foyer. At the end of event, all children will remain in the café and returned to their parents</p>
<b>Who needs to carry out the action?</b>	<b>When is the action needed?</b>	<b>Date Completed</b>
Kids Team and Staff (Team)	Organised 2 weeks prior to each event. Communicated to team to be serving 1 week prior to the event. During the event	
<b>Identified Hazard</b>	<b>Who might be harmed and how?</b>	<b>What actions are to be taken to minimise the risk?</b>
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 Clear social distancing signs installed. Children are the responsibility of their parents/carers until handed over to Kids Team. One-way car park system
<b>Who needs to carry out the action?</b>	<b>When is the action needed?</b>	<b>Date Completed</b>
Team	During the Event	

<b>Identified Hazard</b>	<b>Who might be harmed and how?</b>	<b>What actions are to be taken to minimise the risk?</b>
Spread of Covid-19: Building flow to ensure social distancing.	All Attending Spread of Covid-19	<p>1 Volunteer will sign attendees in</p> <p>1 Volunteers will direct the children to hand sanitise and then into the café .</p> <p>1 Volunteer will be stationed by the café doors to ensure the children are safe in the room.</p> <p>Children will enter the Café via the corridor double doors.</p> <p>Parents/Carers will queue up the corridor, on the left-hand side after the main service has ended to collect their children.</p> <p>There are clear social distancing signs.</p>
<b>Who needs to carry out the action?</b>	<b>When is the action needed?</b>	<b>Date Completed</b>
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>	
<b>Identified Hazard</b>	<b>Who might be harmed and how?</b>	<b>What actions are to be taken to minimise the risk?</b>
Spread of Covid 19: Sanitising/hand washing.	All Attending Spread of Covid-19	<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>

		Free standing hand sanitising unit to be available where needed. All toilets have 'good handwashing' procedures – see later note for use of toilets
<b>Who needs to carry out the action?</b>	<b>When is the action needed?</b>	<b>Date Completed</b>
Team	Hand sanitiser bottles to be placed in the other areas prior to events and replenished when necessary.	
<b>Identified Hazard</b>	<b>Who might be harmed and how?</b>	<b>What actions are to be taken to minimise the risk?</b>
Spread of Covid-19: Ventilation/Open Doors	All Attending Spread of Covid-19	2 café windows will be opened prior to the event.
<b>Who needs to carry out the action?</b>	<b>When is the action needed?</b>	<b>Date Completed</b>
Team	Prior to and during all events	
<b>Identified Hazard</b>	<b>Who might be harmed and how?</b>	<b>What actions are to be taken to minimise the risk?</b>
Spread of Covid-19: Use of Toilets	All Attending Spread of Covid-19	Children will use the Easy Access Toilet during Kids Church They will be asked to wash their hands thoroughly and to hand sanitise. Team member allocated to man the toilets will ensure the child enters the toilet and will stand by the café doors until the child returns

<b>Who needs to carry out the action?</b>	<b>When is the action needed?</b>	<b>Date Completed</b>
Team	Team to man during the event	
<b>Identified Hazard</b>	<b>Who might be harmed and how?</b>	<b>What actions are to be taken to minimise the risk?</b>
Spread of Covid-19: Person Leading the Event/Use of Music/Use of Microphone	All Attending Spread of Covid-19	Masks to be always worn except when leading from the front. Any equipment to be used will be wiped prior to the event with a bacterial wipe, where possible equipment must not be shared. Music will be played at a level that will not cause the children to raise their voices. Team will ensure that the children are kept calm during the event.
<b>Who needs to carry out the action?</b>	<b>When is the action needed?</b>	<b>Date Completed</b>
Team	During the event	
<b>Identified Hazard</b>	<b>Who might be harmed and how?</b>	<b>What actions are to be taken to minimise the risk?</b>
Spread of Covid-19: Children Running Round/Drinks/Food	All Attending Spread of Covid-19 Children leaving the building as doors are open for ventilation. Slips, trips and falls Choking	Children will be in the care of the Kids Team until they are returned to their parents/carers or they need to use the toilet. Children under the age of 11 do not have to wear a face mask, per the Government Guidelines (updated 23.09.2020).

		<p>Breathe Kids Team will provide activities in cordoned off areas to help keep some social distancing.</p> <p>Children can bring their own drinks into the café.</p> <p>Core Team, Trustees, Staff and Breathe Kids Team have the right to ask families to leave the event if children cannot comply to the safety measures. If children are unable to remain in their boxes they will be returned to their parents.</p> <p>No child will leave the café unsupervised.</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>
<b>Who needs to carry out the action?</b>	<b>When is the action needed?</b>	<b>Date Completed</b>
Team	During the Event	
<b>Identified Hazard</b>	<b>Who might be harmed and how?</b>	<b>What actions are to be taken to minimise the risk?</b>
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>Children 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>

		Fire Marshals allocated and Fire Evacuation plan explained to all Volunteering, this will include individual roles should there be a fire emergency
<b>Who needs to carry out the action?</b>	<b>When is the action needed?</b>	<b>Date Completed</b>
Team	Prior and during the event	
<b>Identified Hazard</b>	<b>Who might be harmed and how?</b>	<b>What actions are to be taken to minimise the risk?</b>
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
<b>Who needs to carry out the action?</b>	<b>When is the action needed?</b>	<b>Date Completed</b>
Team	Prior to the event	

