**Returning to Face-to-Face Activities**

**Covid-19 Ready Risk Assessment**

This risk assessment is for all risks related to Covid-19 and should be completed and used in addition to risk assessments for the meeting space and activities being undertaken. The risk assessment forms part of the BB Covid-19 Response Plan for returning to face-to-face activities. The risk assessment should be completed separately for venues and/or age groups/sections as necessary. It is important that this remains a LIVE document and be updated as necessary.

This is only a template with common hazards/risks and **MUST** be reviewed and completed locally, to identify all hazards/risks and the control measures which will be put in place to reduce the likelihood of these occurring during face-to-face BB activities. You should also identify who will be responsible for making sure control measures are in place by putting a name or role into the ‘Leader Responsible’ box for each hazard/risk. Once **ALL** control measures are in place for a specific hazard/risk please put a tick in the box to confirm this.

|  |  |  |  |
| --- | --- | --- | --- |
| **Company:** |  | **Age Group/Section:** |  |
| **Venue / Meeting Space:** |  | **People at Risk:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Hazard / Risk Identified**What’s the hazard and the risk of harm? | **Control Measures**What measures will you put in place to reduce the hazard/risk identified? | **Control Measuresin Place****✓** | **Leader Responsible** |
| 1. | **High Risk of Infection spread to attendees should any person(s) who are following relevant government guidance on self-isolation after symptoms/ positive test/contact tracing etc attempt to join in Face-to-Face activities.** | * *Communication with parents/guardians, children, young people and leaders* ***in advance*** *of face-to-face activities, that no-one*
* *In self- isolation*
* *That has received a positive test*
* *Or is in the process of contact tracing*

 *May attend.* * *Position a Leader at the entrance of hall to verify this again verbally*
* *Keep a record of any replies received and list of those who confirmed verbally*
* *Return to Volunteering forms completed by leaders*
* *COVID-19 Signage on arrival.*

**ADD ADDITIONAL LOCAL CONTROL MEASURES FOR EACH HAZARD/RISK IDENTIFIED** |  |  |
| 2. | **High risk posed to Vulnerable persons including children and young people, leaders, parents/guardians who have been advised not to attend face-to-face activities,** | * *Communication with parents/guardians, children and young people and leaders* ***in advance*** *of face-to-face activities, that no-one so advised may attend.*
* *Position a Leader to the entrance of the hall to verify this again verbally*
* *Keep a record of any replies received and list of those who confirmed verbally*
* *Return to Volunteering forms completed by leaders*
* *COVID-19 Signage on arrival.*
 |  |  |
| 3. | **High Risk of infection spread should too many people attend the venue meaning that social distancing cannot be maintained effectively.** | * *Ascertain maximum capacity set for venue (consult with your Church and or Meeting Space provider)*
* *Communicate maximum numbers* ***in advance*** to attendees, parents/guardians etc.
* *COVID 19 Signage advising maximum numbers in a venue/location/hall*
* *Group sizes reduced*
* *Use outdoor spaces.*
* *Staggered drop off and pick up times*
* *Leader meet members at door to premises and return to parents at door to premises to minimise numbers in premises.*
 |  |  |
| 4. | **High Risk of infection spread should small or confined spaces be used meaning that social distancing cannot be maintained effectively.** | * *Check venue* ***beforehand*** *to confirm whether social distancing may be maintained*
* *No use of small or confined spaces which do not have good ventilation.*
* *Utilise additional access points (additional entrances/exits) to avoid congestion at main entrance/exit.*
 |  |  |
| 5. | **Risk of infection spread through poor implementation of current government guidance on social distancing,** | * *Check venue* ***beforehand*** *to confirm whether social distancing may be maintained*
* *Communication with parents/guardians, children and young people and leaders in advance of face-to-face activities re-commencing.*
* *No use of small or confined spaces which do not have good ventilation*
* *COVID-19 Signage in place at entrance to and around meeting space.*
 |  |  |
| 6. | **Risk of infection spread as a result of an individual(s) having symptoms during an activity or testing positive after having attended an activity.**  | * *Record attendance for children and young people and leaders.*
* *Complete contract tracing for* ***ALL*** *events*
* *Action plan in place to deal with leader or child becoming ill with suspected COVID 19.*
* *Leaders briefed on actions to be taken if activity in progress and/or for contact tracing requirements if a positive case is reported.*
 |  |  |
| 7. | **Risk of infection spread due to poor hand hygiene for those attending face-to-face activities.** | * *Handwashing or hand sanitiser available at entrances/exits and around the meeting space.*
* ***Everyone*** *to use hand sanitiser or handwashing on arrival/exit.*
* *Hand washing or sanitiser at regular intervals during activity.*
* *Relevant COVID-19 hand hygiene signage displayed in premises*
 |  |  |
| 8. | **Risk of infection spread due to poor respiratory hygiene.** | * *Ensure leaders, parents/guardians, children and young people are aware of proper respiratory hygiene and cough etiquette.*
* *Relevant COVID-19 respiratory hygiene signage displayed in premises.*
 |  |  |
| 9. | **Risk of infection spread as a result of contaminated /unclean surfaces at meeting space.**  | * *Cleaning of meeting space before starting face-to-face activities.*
* *Regular cleaning of high-contact surfaces/items (i.e. door handles, tables, toilets, etc) during activities.*
* *Cleaning materials including appropriate PPE available to leaders with safe storage.*
* *Non fire doors within internal buildings be left open to avoid the risk of potential contamination.*
* *Adequate number of waste bins are provided*
* *Waste bins regularly emptied.*
 |  |  |
| 10. | **Risk of infection spread through physical contact between persons from different households.** | * *Programme planned to not include activities which promote physical contact, all activities to be able to maintain current social distancing guidelines.*
 |  |  |
| 11. | **Risk of infection spread through use of contaminated/unclean activity equipment.**  | * *Cleaning of activity equipment before starting face-to-face activities.*
* *Cleaning in between usage by different groups.*
* *Assigning specific equipment to groups/teams for sessions and limiting volume of equipment used.*
* *Leaders and children and young people advised to bring minimal belongings to activities.*
* *Prepare materials for activities (craft/badgework) 72 hours in advance and place in sealed plastic bags for each member.*
 |  |  |
| 12. | **Risk of infection spread through access to meeting space by persons outside of your control (i.e. in a public space).** | * *Establish boundaries through marking out a designated area for activities.*
* *Appropriate leader supervision and knowledge of meeting space.*
 |  |  |
| 13. | **Risk of infection spread by singing, shouting and/or playing of instruments that are blown.** | * *No singing or band activities using instruments that are blown into will be used in activities.*
* *Children and young people and leaders briefed on not raising voices due to increased risk of transmission of spray and droplets.*
 |  |  |
| 14. | **Risk of infection spread through preparation and/or serving of food and drinks.**  | * *Children and young people and leaders asked to bring their own snacks and drinks.*
* *Ensure proper hand hygiene and respiratory hygiene prior to, during and after preparing or serving food.*
* *Ask Leaders to bring their own cup from home*
* *Ensure that all cups and dishes are thoroughly washed and cleaned between uses.*
 |  |  |
| 15. | **Risk of infection spread through collection of money or other documents from members or parents/guardians.** | * *Encouraging use of electronic communication and payment.*
* *Quarantining items in a safe location for minimum 72 hours.*
* *Using appropriate PPE in line with current government guidance.*
 |  |  |
| 16. | **Higher risk of infection spread through inability to maintain social distancing in an Emergency or First Aid Situation.**  | * *For minor injuries the First Aider provides resources and instructions, where practical, for injured person to administer first aid themselves*
* *PPE equipment (face masks, apron, gloves and hand sanitiser) to be located with First Aid kit to ensure social distancing mitigations where First Aid needs to be administered.*
* *Hand washing with warm water and soap or an alcohol based hand gel must be performed before and after providing any first aid treatment.*
* *Only one first aid responder to provide support/treatment where practical.*
* *Additional PPE (face mask and gloves) should be worn by first aid responders when responding to all first aid incidents where close contact cannot be avoided.*
 |  |  |
| 17. | **Higher risk of infection spread when using transport to get to and from activities in vehicles due to small and confined spaces.** | * *Maintaining social distancing in line with current government guidelines with additional mitigations including wearing a face covering and cleaning vehicles before and after usage.*
* *Encourage parents to drop children and young people direct to activities themselves.*
* *Encourage parents not to car pool with people from outside their home.*
 |  |  |
| **Review:** This risk assessment should be reviewed regularly and when there is any transition between stages/levels of operating. Any additions/changes to this risk assessment should be recorded in the ‘Update Log’ below. |

**APPROVAL**

This risk assessment **MUST** be approved in line with the BB Covid-19 Response Plan for returning to face-to-face activities by the following roles:

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved byCompany Captain/Correspondent** | Name:Role:Date: | **Approved by Leader/ Officer in Charge of age group**  | Name:Role:Date: |

Once the local approval process is complete (i.e. this ‘Risk Assessment’ and ‘Company Action Log’), you will be ‘Covid-19-Ready’ and able to return to face-to-face activities onceRoI BB Headquarters has indicated that BB Activities can recommence

|  |  |
| --- | --- |
| **Copy given to Company Chaplain/ Church Official**  | Date: |

**UPDATE LOG**

Once approved, all updates to this risk assessment **MUST** be detailed below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Changes (provide details of any changes made)** | **Date Changed** | **Changed By** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**REVIEW LIST**

All leaders involved in running activities should be listed below and **MUST** review this risk assessment once approved.

All future updates **MUST** also be shared with all leaders on the review list below.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Date Reviewed** |
|  |  |  |
|  |  |  |
|  |  |  |