

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 Measures in 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.	<ul style="list-style-type: none"> • <i>Communication with parents/guardians, children, young people and leaders in advance of reopening for the session, that no-one</i> <ul style="list-style-type: none"> - <i>In self- isolation</i> - <i>That has received a positive test</i> - <i>Or is identified as a close contact and is not fully vaccinated. May attend.</i> • <i>Position a Leader at the entrance of hall to verify this again verbally</i> • <i>Keep a record of any replies received and list of those who confirmed verbally</i> • <i>Return to Volunteering forms completed by leaders</i> • <i>COVID-19 Signage on arrival.</i> <p>ADD ADDITIONAL LOCAL CONTROL MEASURES FOR EACH HAZARD/RISK IDENTIFIED</p>		

2.	<p>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,</p>	<ul style="list-style-type: none"> • <i>Communication with parents/guardians, children and young people and leaders in advance reopening for the session, that no-one so advised may attend.</i> • <i>Position a Leader to the entrance of the hall to verify this again verbally</i> • <i>Keep a record of any replies received and list of those who confirmed verbally</i> • <i>Return to Volunteering forms completed by leaders</i> • <i>COVID-19 Signage on arrival.</i> 		
3.	<p>Risk of infection through having too many people in the venue /space and through poor implementation of current government guidance on social distancing (when required).</p>	<ul style="list-style-type: none"> • <i>Ascertain maximum capacity set for venue (consult with your Church and or Meeting Space provider)</i> • <i>Communicate maximum numbers in advance to attendees, parents/guardians etc.</i> • <i>Group sizes reduced</i> • <i>Use outdoor spaces.</i> • <i>Staggered drop off and pick up times</i> • <i>Leader meet members at door to premises and return to parents at door to premises to minimise numbers in premises.</i> • <i>Check venue beforehand to confirm whether social distancing may be maintained.</i> • <i>No use of small or confined spaces which do not have good ventilation.</i> • <i>Utilise additional access points (additional entrances/exits) to avoid congestion at main entrance/exit.</i> • <i>Communication with parents/guardians, children and young people and leaders in advance of face-to-face activities re-commencing.</i> • <i>COVID-19 signage in place at entrance to and around meeting space.</i> 		
4.	<p>Risk of infection spread as a result of an individual(s) having symptoms during an activity or testing positive after having attended an activity.</p>	<ul style="list-style-type: none"> • <i>Record attendance for children and young people and leaders.</i> • <i>Complete contact tracing for ALL events</i> • <i>Action plan in place to deal with leader or child becoming ill with suspected COVID 19.</i> • <i>Leaders briefed on actions to be taken if activity in progress and/or for contact tracing requirements if a positive case is reported.</i> 		

5.	Risk of infection spread due to poor hand hygiene for those attending face-to-face activities.	<ul style="list-style-type: none"> • <i>Handwashing or hand sanitiser available at entrances/exits and around the meeting space.</i> • Everyone to use hand sanitiser or handwashing on arrival/exit. • <i>Hand washing or sanitiser at regular intervals during activity.</i> • <i>Relevant COVID-19 hand hygiene signage displayed in premises</i> 		
6.	Risk of infection spread due to poor respiratory hygiene.	<ul style="list-style-type: none"> • <i>Ensure leaders, parents/guardians, children and young people are aware of proper respiratory hygiene and cough etiquette.</i> • <i>Relevant COVID-19 respiratory hygiene signage displayed in premises.</i> 		
7.	Risk of infection spread as a result of contaminated /unclean surfaces at meeting space.	<ul style="list-style-type: none"> • <i>Cleaning of meeting space before starting face-to-face activities.</i> • <i>Regular cleaning of high-contact surfaces/items (i.e. door handles, tables, toilets, etc) during activities.</i> • <i>Cleaning materials including appropriate PPE available to leaders with safe storage.</i> • <i>Non fire doors within internal buildings be left open to avoid the risk of potential contamination.</i> • <i>Adequate number of waste bins are provided</i> • <i>Waste bins regularly emptied.</i> 		
8.	Risk of infection spread through use of contaminated/unclean activity equipment.	<ul style="list-style-type: none"> • <i>Cleaning of activity equipment before starting face-to-face activities.</i> • <i>Cleaning in between usage by different groups.</i> • <i>Assigning specific equipment to groups/teams for sessions and limiting volume of equipment used.</i> • <i>Leaders and children and young people advised to bring minimal belongings to activities.</i> • <i>Prepare materials for activities (craft/badgework) 72 hours in advance and place in sealed plastic bags for each member.</i> 		
9.	Risk of infection spread through access to meeting space by persons outside of your control (i.e. in a public space).	<ul style="list-style-type: none"> • <i>Establish boundaries through marking out a designated area for activities.</i> • <i>Appropriate leader supervision and knowledge of meeting space.</i> 		

10.	Risk of infection spread by singing, shouting and/or playing of instruments that are blown.	<ul style="list-style-type: none"> • <i>No singing or band activities using instruments that are blown into will be used in activities.</i> • <i>Children and young people and leaders briefed on not raising voices due to increased risk of transmission of spray and droplets.</i> 		
11.	Risk of infection spread through preparation and/or serving of food and drinks.	<ul style="list-style-type: none"> • <i>Children and young people and leaders asked to bring their own snacks and drinks.</i> • <i>Ensure proper hand hygiene and respiratory hygiene prior to, during and after preparing or serving food.</i> • <i>Ask Leaders to bring their own cup from home</i> • <i>Ensure that all cups and dishes are thoroughly washed and cleaned between uses.</i> 		
12.	Risk of infection spread through collection of money or other documents from members or parents/guardians.	<ul style="list-style-type: none"> • <i>Encouraging use of electronic communication and payment.</i> • <i>Quarantining items in a safe location for minimum 72 hours.</i> • <i>Using appropriate PPE in line with current government guidance.</i> 		
13.	Higher risk of infection spread through inability to maintain social distancing in an Emergency or First Aid Situation.	<ul style="list-style-type: none"> • <i>For minor injuries the First Aider provides resources and instructions, where practical, for injured person to administer first aid themselves</i> • <i>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.</i> • <i>Hand washing with warm water and soap or an alcohol based hand gel must be performed before and after providing any first aid treatment.</i> • <i>Only one first aid responder to provide support/treatment where practical.</i> • <i>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.</i> 		
14.	Higher risk of infection spread when using transport to get to and from activities in vehicles due to small and confined spaces.	<ul style="list-style-type: none"> • <i>Utilise additional mitigations including wearing a face covering and cleaning vehicles before and after usage and ensuring hand sanitiser available in the vehicle.</i> 		

		<ul style="list-style-type: none"> Encourage parents to drop children and young people direct to activities themselves. 		
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Review: This risk assessment should be reviewed regularly. 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 reopening for the session by the following roles:

Approved by Company Captain/Correspondent	Name: Role: Date:	Approved by Leader/ Officer in Charge of age group	Name: Role: Date:
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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 reopen for the new session

Copy given to Company Chaplain/ Church Official	Date:
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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

26th August 2020