# Risk Assessment for Toddler Groups: Version 7

**Version Control**

|  |  |  |
| --- | --- | --- |
| Issue Date  | Version Number  | Issued by  |
| 30th September 2020 | 1 | Claire Reetz |
| 7th December 2020 | 2 | Claire Reetz |
| 17th March 2021 | 3 | Claire Reetz |
| 30th July 2021 | 4 | Claire Reetz |
| 30th November 2021 | 5 | Claire Reetz |
| 30th April 2022 | 6 | Claire Reetz |
| 1st February 2023 | 7 | Claire Reetz |

According to current statistics, COVID19 is present in our community. This document provides a risk assessment, with relevant advice notes. It relates to providing worship and fellowship opportunities in both St. Lawrence Church in Towcester and St. Bartholomew’s Church in Greens Norton where members of the Church community can meet together. Activities such as crafts, games, stories and singing will take place at these events to encourage children and adults to explore faith in an egaging way. This risk assessment included sessions where children and adults go out of church to explore the church grounds and local area.

This risk assessment will be agreed by the volunteers leading the event, under the guidance of the Rector. In addition to this, the group leader will continue to follow both government and Church of England guidance which can be found on the [Church of England Coronavirus pages](https://www.churchofengland.org/more/media-centre/coronavirus-covid-19-guidance-churches). In the event of changes to the guidance or a local lockdown, the event will be reviewed and any necessary ammendments made.

Access to this risk assessment will be made available to participants upon request. This document is to be shared with the Rector prior to the event.

Future versions of this document will be produced when there is any substantive change to the guidance on the safe use of places of worship.

**Risk assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Church:**St Lawrence Church TowcesterSt Bartholomew’s Church Greens Norton | **Assessor’s name:**Claire Reetz | **Date completed:**01/02/23 | **Review date:**01/09/23 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Area of Focus | Controls Required | Additional Information | Action? By Whom? | Date Completed | Risk level |
| Creating a list of contacts for each session | * CR to keep a record of all event leaders details
* Partcipants details to be taken when they start coming to the group
 | CR to keep a record of which volunteers attend each week. Volunteers contact details are stored on the Benefice database. | Complete register of participants and leaders during each session- CR |  | Tolerable |
|  |  |  |  |  |  |
| Injury or illness during the session | * Basic first aid kit and PPE (gloves, apron and mask) are in both Churches at all times.
* Any prescribed medication e.g Inhalers should be brought to the event and is the responsibility of the parents/ carers
* Appropriate footwear/ clothing to be worn
* CR to take the first aid kit out with her when children are in the Church grounds
* Before each session outside, CR to remind parents and children that they are not to walk over or climb onto grave stones. CR to remind people that church grounds are uneven and they should take care while using the space.
* Any allergies or medical requirements to be included on the welcome form. These are to be made a note of by group leaders. Groups are nut free.
 | CR to check first aid kit prior to each sessionIt is the responsibility of the parent or guardian to administer any medication. | CR |  | Tolerable |
|  |  |  |  |  |  |
| Running the session | * Parental supervision is encouraged at all times during the session
* Care should be taken while moving around with hot drinks and should be kept away from the craft and toy areas.
* Care to be taken with younger children whne using pens, glue sticks and pointed items.
* Scissors should only be used when supervised by an adult
* Volunteer leaders must wash their hands before preparing any snack or toast.
* Hand sanitiser must be available in kitchen areas or taken with us when outside
* Cakes and biscuits to be free from nuts
* Leaders to ask if there are any allergies before serving cakes and biscuits
* Ingredients list to be provided by volunteers providing cakes or biscuits
* All packaging for cakes and biscuits to be kept for ingedients information
* Singing will be encouraged as part of the session.
* Photographs are only to be taken by CR and of children who we have consent to do so.
 |  | CR |  | moderate |
|  |  |  |  |  |  |
| Older siblings | * The group is designed to be run for children under the age of 5. Special consideration may be taken for those who are home schooled and may wish to be part of the sessions. This will be discussed with the Rector and agreed upon on at her discretion.
* Children who are off school due to illness should not attend the group.
* Children who are off school for another reason e.g family bereavement will be welcome to come to the group at the leaders discretion and this should be communicated with the leader before the session
* In the case of school closures, the session leader will allow older siblings to attend the group. This will be communicated via the Facebook pages of the group and parents/ guardians will be fully responsible for their own children. Older siblings will be encouraged to take part in the group although some adaptations may be made to the craft activity or story.
* Older siblings to be reminded not to run around the church and to ensure that they are careful around smaller children.
 |  |  |  | Tolerable |
|  |  |  |  |  |  |
| Communication with volunteers | Meet with all volunteers before starting the group to plan the session and go through the risk assessment with them.Ensure CR has phone numbers of all volunteers | Email this risk assessment to volunteer leaders by 01.02.23 | CR |  | Tolerable  |
| Communication with group members | Let people know what start time is and clearly set out what to expect at the group. | Advertise in Facebook toddler pages explaining to people what to expect when they come to the group | CR |  | Tolerable |
|  |  |  |  |  |  |

**The Risk Matrix.**

|  |  |
| --- | --- |
|  | Likelihood (how likely is it to occur)  |
| Consequences | Certain | Likely | Occasional | Unlikely | Rare |
| **Extreme**Multiple or single fatality.Loss of a premise |  |  |  |  |  |
| **Major**Broken bones, severe lacerations or loss of consciousness.Potentially serious structural damage to a premise. |  |  |  |  |  |
| **Moderate**Injuries requiring more than three days off work.Serious (but non-structural) damage to a premise. |  |  |  |  |  |
| **Minor**Bruises, contusions.Superficial damage to a premise.  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNIFICANT** |  |  |  |
| **HIGH** risk. Immediate action required. | **MODERATE** risk. Action required in very near future to implement risk control measures. | **TOLERABLE** risk. Confirm control measures are being implemented; At review decide if further action is required. | **NEGLIGIBLE** risk. Monitor activity. |