

# Returning to Face-to-Face Activities

## Covid-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 framework 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.

<b>Company/Battalion/District:</b>	133 <sup>rd</sup> London (Haringey)	<b>Age Group/Section:</b>	Anchors
<b>Venue / Meeting Space:</b>	Kemble Hall	<b>People at Risk:</b>	Anchors YP & Staff

	<b>Hazard / Risk Identified</b> What's the hazard and the risk of harm?	<b>Control Measures</b> What measures will you put in place to reduce the hazard/risk identified?	<b>Control Measures in Place</b> ✓	<b>Leader Responsible</b>
1.	<b>People attending with Symptoms/positive test results</b>	<ul style="list-style-type: none"> <li>• <i>Communication with parents/carers, young people and leaders in advance of face-to-face activities re-commencing. Reminding parents and YP's about the symptoms of COVID-19 and to not attend should they have them.</i></li> <li>• <i>Take Temperature of all Staff and YP's on arrival at front door.</i></li> <li>• <i>Signage on arrival. Reminding people of symptoms of COVID-19</i></li> </ul>		
2.	<b>Shielding members</b>	<ul style="list-style-type: none"> <li>• <i>Any members Staff or YP who are shielding will be told not to attend for their safety</i></li> </ul>		
3.	<b>In ability to achieve social distancing / Congregating in groups</b>	<ul style="list-style-type: none"> <li>• <i>Maximum of 15 members plus staff.</i></li> <li>• <i>Signage advising maximum numbers in a venue/location/hall</i></li> <li>• <i>Venue to be set out so YP's and staff are socially distancing at all times.</i></li> </ul>		

		<ul style="list-style-type: none"> <li>• <i>Chairs spaced out around the hall for young people to place their belongings.</i></li> <li>• <i>Signage in place at entrance to and around meeting space to remind people to socially distance.</i></li> <li>• <i>Anchors may find it hard to achieve social distancing at this age, try to encourage this throughout session, With gentle reminders.</i></li> <li>• <i>Encourage parents not to hang around in groups outside talking.</i></li> </ul>		
6.	<b>People testing positive after attending a session.</b>	<ul style="list-style-type: none"> <li>• <i>Record attendance for young people and staff, advise temporary change to data protection policy in line with requirements for NHS TEST &amp; TRACE.</i></li> <li>• <i>Action plan in place.</i></li> <li>• <i>Leaders briefed on actions to be taken if activity in progress and/or for 'Test and Trace' requirements if a positive case is reported.</i></li> <li>• <i>Possibility of not meeting face to face for 1-2 weeks, allowing people to get tested.</i></li> </ul>		
7.	<b>Risk of infection spread due to poor hand hygiene for those attending face-to-face activities.</b>	<ul style="list-style-type: none"> <li>• <i>Handwashing or hand sanitiser available at entrances/exits and around the meeting space.</i></li> <li>• <i>Everyone to use hand sanitiser or handwashing on arrival/exit.</i></li> <li>• <i>Hand washing or sanitiser at regular intervals during activity.</i></li> </ul>		
8.	<b>Risk of infection spread as a result of contaminated /unclean surfaces at meeting space.</b>	<ul style="list-style-type: none"> <li>• <i>Cleaning of meeting space before and after starting face-to-face activities.</i></li> <li>• <i>Regular cleaning of high-contact surfaces/items (i.e. door handles, tables, toilets, etc) during activities.</i></li> <li>• <i>Cleaning materials including appropriate PPE available to leaders with safe storage.</i></li> </ul>		
10.	<b>Use of games/ craft equipment</b>	<ul style="list-style-type: none"> <li>• <i>Cleaning of activity equipment before starting face-to-face activities.</i></li> <li>• <i>Cleaning in between usage by different groups/ leaving equipment for 72hours.</i></li> <li>• <i>Assigning specific equipment to groups/teams for sessions and limiting volume of equipment used.</i></li> <li>• <i>All craft materials to be allocated to each single person specifically</i></li> </ul>		

		<ul style="list-style-type: none"> <li>• All YP's to wash hands thoroughly before and after any games or Crafts take place.</li> <li>• Staff will consider social distancing and use of equipment when planning sessions.</li> </ul>		
12.	<b>Getting COVID-19 from someone in the hall who is not a BB member</b>	<ul style="list-style-type: none"> <li>• No other groups or people are to enter the premises 30 minutes prior and until 30 mins after.</li> <li>• No people (Parents to collect from front door) other than young people and staff can gain access to the hall.</li> </ul>		
13.	<b>Spreading COVID-19 through speaking/shouting/singing</b>	<ul style="list-style-type: none"> <li>• No singing to take place.</li> <li>• All Staff to wear PPE in the form of a face covering as per NYA Guidance for activities for under 11's</li> </ul>		
14.	<b>Serving food/ drinks</b>	<ul style="list-style-type: none"> <li>• Young People and leaders asked to bring their own bottle of water with name on it.</li> <li>• No activities to include cooking or food preparation.</li> </ul>		
15.	<b>Risk of infection spread through collection of money or other documents from members or parents/carers.</b>	<ul style="list-style-type: none"> <li>• Encouraging use of electronic communication (OBM) and payment. Either direct to the bank or contactless via the card reader.</li> <li>• Quarantining items in a safe location for minimum 72 hours.</li> <li>• Using appropriate PPE in line with current government guidance. (gloves)</li> </ul>		
16.	<b>Higher risk of infection spread through inability to maintain social distancing in an Emergency or First Aid Situation.</b>	<ul style="list-style-type: none"> <li>• For minor injuries the First Aider provides resources and instructions for injured person to administer first aid themselves.</li> <li>• PPE equipment (face mask, apron, gloves and hand sanitiser) to be located with First Aid kit to ensure social distancing mitigations where First Aid needs to be administered.</li> <li>• For all issues beyond the comfort of the first aider 999/111(depending on incident) are to be called immediately</li> </ul>		
17.	<b>Car sharing</b>	<ul style="list-style-type: none"> <li>• No lifts are to be given until further notice.</li> </ul>		

18.	<b>Falling in/ Parade</b>	<ul style="list-style-type: none"> <li>• <i>Anchors will not take part in Falling in for the foreseeable future</i></li> </ul>		
19.	<b>Possible risk of contamination of clothing</b>	<ul style="list-style-type: none"> <li>• <i>Young people to attend sessions in a change of clothing to what they have worn during the day.</i></li> <li>• <i>Top half uniform (with badges), casual bottoms for foreseeable future.</i></li> <li>• <i>Young people not to change in the hall, must already come in uniform.</i></li> </ul>		
20.	<b>In ability to look after themselves</b>	<ul style="list-style-type: none"> <li>• <i>Ask anchors not to wear shoes with laces.</i></li> <li>• <i>Ask parents to undo coats/jackets before they enter hall, and to do them up when they leave.</i></li> </ul>		

**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 framework for returning to face-to-face activities by the following roles:

<b>Approved by Company Captain</b>	Name: Andrew Ryder Role: Captain Date: 1st September 2020	<b>Approved by Chaplain/Church Representative</b>	Name: Fr Morris Role: Chaplain Date: 21 <sup>st</sup> September 2020	<b>Approved by Leader/Officer in Charge of age group</b>	Name: Joanne Ryder Role: Lieutenant Date: 1st September 2020
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Please note: Approval for activities being run by Battalion/Districts should be by a minimum of two Officer Bearers (Secretary, President, Treasurer, Vice-President).

Once the local approval process is complete (i.e. this 'Risk Assessment' and 'Company Action Log'), you will be 'Covid-Ready' and able to return to face-to-face activities once BB Headquarters has indicated that Companies can operate at stage 3 or 4 (See 'Staged Approach'). **Remember, this will NOT be before 1<sup>st</sup> September 2020.**

Check the current stage we are operating at [boys-brigade.org.uk/coronavirus-update/](https://boys-brigade.org.uk/coronavirus-update/)

## UPDATE LOG

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

	<b>Changes (provide details of any changes made)</b>	<b>Date Changed</b>	<b>Changed By</b>
1.	Removed from section 3 -Maximum of 15 members plus staff- not needed, enough space needed in hall to accommodate young people/staff socially distanced.	27.5.2021	Agreed at staff meeting 27.5.2021
2.	Removed in section 19 young person to attend session in change of clothes.	27.5.2021	Agreed at staff meeting 27.5.2021
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.

<b>Name</b>	<b>Role</b>	<b>Date Reviewed</b>	<b>Date Reviewed</b>
Joanne Ryder (Tuesday)	Lieutenant	6 <sup>th</sup> September 2020	27.5.2021

David Bennett (Tuesday)	Lieutenant	6 <sup>th</sup> September 2020	27.5.2021
Valerie Sawyers (Tuesday)	Helper	6 <sup>th</sup> September 2020	27.5.2021