

Action Pack Westgate Risk Assessment

Plan		Do		Review
Building/Environment	People	Logistics	Children	Communicate and Review

<p>Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.). · COVID-19 posters/ signage displayed . Modify entrance and exit to maintain social distancing (e.g. floor markings). · Consider one-way system, if possible, for circulation around the building. In areas where queues may form, put down floor markings to indicate distancing. Separate doors to be used for in and out of the building (to avoid crossing paths). Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Access rooms directly from outside where possible. Organise seating areas maintaining space between seats.</p>	<p>Involve leaders in plans to return to Action Pack and listen to any suggestions on preventative measures that can be taken. Check if any leaders, children or families are ‘clinically vulnerable’ to coronavirus and cover their rota slots if they are shielding. Where necessary individual risk assessments for adults and children at high risk. There must always be 2 adults present to meet safeguarding requirements. Communicate with parents and carers the steps being taken to minimise risk.</p>	<p>Change entrance and exit arrangements e.g. children go straight to Action Pack room when they arrive (this means leaders need to be there too) to minimise mingling with a wider group and to enable social distancing. Children will return to the main church to welcome the congregation and to say what we are doing this week before returning to Action Pack, as long as parents are in agreement with this. If parents are not in agreement with this their child will remain in Action Pack with one adult whilst the other adult accompanies children to the main church. Any adult left alone with a child/children will have DBS and will not accompany any child to the bathroom.</p>	<p>Children to be provided with their own named, wipeable pencil case containing equipment they may need. Leaders will wipe each pencil case at the beginning and end of each session with cleaning wipes. Children are not to bring items from home to Action Pack. Each child to sit in the same space each week. Each child to have a snack in individually wrapped packets. Each child to be provided with their own, named cup to drink from. Leaders will place these in a plastic bag at the end of each weekly session and give this bag to Bev who will wash them in the dishwasher. No games or activities involving touching will be played or undertaken during sessions.</p>	<p>Send information to all families and leaders before recommencing Action Pack, including the risk assessment and policy. Any individual risk assessments for high vulnerability adults/children to be completed before recommencing attendance. Review this assessment and the policy should medical/ Government advice change and should anyone become ill with Covid 19.</p>
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