

EASTER EXPERIENCE (COVID-19 SECURE)								
Date:	03/03/2021							
Risk Assessment of:	Easter Experience on 2nd April 2021							
Undertaken by:	Aneta Vitkute							
References:	<a href="https://nhs.uk/guidance/">https://nhs.uk/guidance/</a> , <a href="https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary">https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary</a>							
Assumption:	The event is completely outdoors and limited to 50 minutes							
Approved by:	Trustees 09/03/2021							
Updated:								
Activity	Hazard	Risk	Persons at Risk Staff?, Visitors?, Users?, Contractors?, Community?	Risk Rating High, Medium or Low	Acceptable Risk?	Control Measures	Action to be taken	Date Actions Completed
Easter Experience	moving stations - trips, falls, minor cuts	minor grazes, bruises	participants	low	yes	Children supervised by their parents or carers at all times.	Parents and carers are made aware that it is their responsibility to supervise their children.	
Easter Experience	COVID-19 exposure	COVID-19 exposure	all	low	yes	Event to be outdoors only. Booking system used to control numbers. Social distance promoted. Households and volunteers asked not to attend if presenting any symptoms.	The event is to be held out outdoors only on church grounds. Eventbrite booking system in place to control and limit the number of households and social distancing will be promoted during the event. The limit is 8 households with 2 households per station so no more than 2 households can be meeting outdoors at any station during the Easter Experience. All adult participants that book on and volunteers will be emailed before the event to ask not to attend if presenting with any of the COVID-19 common symptoms as set out by the current government guidelines (currently: new persistent cough, high temperature, loss of taste, loss of smell).	
	coming into contact with other households	COVID-19 exposure through coming into contact with others	participants	low	yes	Social distancing promoted and a one way system in place and no more than 2 households per station in keeping with current government guidelines	One way system around the four stations to avoid contact and clearly explained at the start of the event. Two households per station and observing social distancing to follow current government guidelines.	

	children leaving the group	being lost within the area	children	low	yes	Children supervised by their parents or carers at all times.	Parents and carers are made aware that it is their responsibility to supervise their children during the event.	
	contact through booklet given to families	COVID-19 exposure through handing out a booklet to collect clues	participants	low	yes	Booklets emailed to families to print off before the event and bring with them. Spare copies to be on site that have been quarantined for at least 3 days and handled by someone with just washed and sanitised hands.	Booklets prepared and emailed to families in advance to print off before the event. Spare copies to be kept on site that have been quarantined for at least 3 days and handled by someone with just washed hands. Booklets kept on a small table for families to pick up if need be.	
	stations being too close together	COVID-19 exposure if stations are placed too close together	all	low	yes	Stations are mapped out to be evenly spaced out and more than 2m away from one another to allow for social distancing.	Stations are mapped out at four different areas on church grounds and are more than 2m away from one another to allow for easy social distancing to take place.	
	leaders and volunteers of event exposed to different households	COVID-19 exposure through being in contact with others	leaders/volunteers	medium	yes	Leaders, volunteers for the event to arrive before the event and be at their designated station that's been clearly marked out.	Leaders/volunteers for the event asked to arrive in good time before event starts to be at the station and avoid contact with other households and to leave once households have left. Once at the station, volunteers should try and stay there where possible. Volunteers can remind households to keep a 2m distance. Printed signs at the stations that remind households to keep at least a 2m distance. Lead organiser to promote social distancing during the event and ensure households are not getting too close to volunteers.	
Safeguarding	adult leaders and volunteers interacting with families	safeguarding risk	all	low	yes	All leaders/volunteers to be DBS checked. Parents and carers with their children at all times. A volunteer to be stationed near the top metal gate entrance in case families need to leave in an emergency - to allow to safely direct them.	Leaders/volunteers to have a valid DBS certificate. Parents and carers to be with their children at all times. A volunteer to be stationed at the top metal gate entrance in case families need to leave in an emergency to allow to safely direct them.	

	coming into contact with other participants at the start and end of event	COVID-10 exposure through being in contact with others	participants	low	yes	Staggered arrival and leaving times.	All households to prebook and arrive before the event and asked to wait socially distanced whilst the lead organiser point them to the right starting station to avoid contact with other households. Households reminded of one way system. Contact details to be kept for at least 21 days for track and trace.	
Bad weather	heavy rain, wind	risk to health	participants	medium	yes	Stations to be under cover where possible and families encouraged to bring umbrellas	Stations to be under a suitable cover where possible and families encouraged to bring umbrellas if there's bad weather forecast for the day. If the weather becomes heavy rain and strong wind then the event may need to be postponed.	
Using facilities at Emmanuel Baptist Church	contact with other households	COVID-19 exposure through contact with others	participants	low	yes	Participants to be told the facilities will be for emergency use only.	Participants to be told at the start of the event that facilities will be for emergency only and otherwise should not be used.	
	event time limited to 50minutes	increase of likelihood of virus spread if event is too long	all	low	yes	Event time to be limited to 50 minutes, 10 minutes per station and time to move on to each station.	Event time to run from 9.30am to 10.20am and limited to 50 minutes. 10 minutes per station as a maximum, all participants to be told when to safely move on to the next one to avoid contact with one another.	
