

Activity	Hazard	Risk	Risk Rating	Acceptable	Control Measures	Action to be taken
Use of building for Saturday Night Live	Coronavirus entering the premises and potentially infecting users of the building	If COVID-19 is contracted, visitors or members of the staff team or church family could in some circumstances become seriously ill	Medium	Yes	SELF ISOLATION Comply with government guidelines on self isolation	-Ask all symptomatic children not to attend -Ask all symptomatic parents not to attend with their children. -Communicate to all parents/carers that they must stay at home and self isolate if they (or their children) have a new continuous cough or a high temperature or loss of taste or smell. This is to minimise risk of spread of COVID-19 to friends, the wider community and the vulnerable.
	Coronavirus entering the premises and potentially infecting users of the building	If COVID-19 is contracted, visitors or members of the staff team or church family could in some circumstances become seriously ill	Medium	Yes	SOCIAL DISTANCING Comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable)	-Ask children and SNL team to comply with social distancing at Saturday Night Live. -Keep children in groups or squads (if group size is in excess of 15 children) which wont change within 14 days of last meeting. -As far as possible ensure children are seated in a socially distant seating arrangement, 2m away from one another. -Ensure children do not leave the room without asking a designated leader so only one child or household is in the corridor areas at one time during the running of Saturday Night Live. -Ask parents to queue in the foyer and down the corridor if needed at a safe 2m and exit the building from the side door so we can have a one way system during pick up and drop off. -Prohibit contact games. -Prohibit games which involve passing round paper of an object between children.
	Coronavirus entering the premises and potentially infecting users of the building	If COVID-19 is contracted, visitors or members of the staff team or church family could in some circumstances become seriously ill	Medium	Yes	COMMUNICATION Ensure good communication of 'COVID secure' protocols to parents/carers and Saturday Night Live team.	-Send Saturday Night Live risk assessment to all parents/carers and team members and ask them to read carefully. -Ensure parents are aware of parental responsibility for their children observing COVID protocols. -Brief the team members on the contents of the risk assessment. -Send a copy of the method statement to parents/carers and team members and ask to read carefully.
	Coronavirus entering the premises and potentially infecting users of the building	If COVID-19 is contracted, visitors or members of the staff team or church family could in some circumstances become seriously ill	Medium	Yes	HYGINE Facilitate good hygiene by promoting frequent and thorough hand washing/hand cleaning with anti bac gel.	-Provide antibacterial gel in all the rooms Saturday Night Live will be using. -Ensure children clean their hands with gel as they enter the building. -Talk to the children once they have all arrived to remind them to wash hands for 20 seconds, regularly use the 60% alcohol antibacterial gel, to avoid touching their face unnecessarily and to sneeze and cough into a tissue and bin it safely, then wash hands.
	Coronavirus entering the premises and potentially infecting users of the building	If COVID-19 is contracted, visitors or members of the staff team or church family could in some circumstances become seriously ill	Medium	Yes	CLEANING Deep clean building once per week and as required during Saturday Night Live	-Ensure church building is deep cleaned every Sunday evening by professional cleaners. -Thoroughly clean all surfaces, chairs and tables in the room before and after Saturday Night Live. -Ensure all chairs and tables are quarantined for 72 hours after use.
	Coronavirus entering the premises and potentially infecting users of the building	If COVID-19 is contracted, visitors or members of the staff team or church family could in some circumstances become seriously ill	Medium	Yes	CROSS CONTAMINATION Keep key surfaces clean and reduce number of frequently touched surfaces/objects.	-Provide the team with anti bac wipes and spray to use during Saturday Night Live to clean down equipment and books as necessary. -Wedge open doors which could be used to avoid touching of door handles. -Ensure there is no sharing of craft resources or food/drink. -Any food or drink to be individually packaged and placed on a clean table by a leader who has recently cleaned their hands. Food to be laid out with significant space between each child's snacks.
	Coronavirus entering the premises and potentially infecting users of the building	If COVID-19 is contracted, visitors or members of the staff team or church family could in some circumstances become seriously ill	Medium	Yes	AIRBORNE TRANSMISSION Reduce the possibility of airborne transmission of virus.	-Maintain adequate ventilation by opening all windows possible in all the rooms we will be using. -Avoid all singing, shouting, raising of voices or playing musical instruments. -Avoid live performances of music or drama. -Avoid playing music at a volume which makes normal conversation difficult and might encourage shouting.
	Coronavirus entering the premises and potentially infecting users of the building	If COVID-19 is contracted, visitors or members of the staff team or church family could in some circumstances become seriously ill	Medium	Yes	FACE COVERINGS A face covering is defined as something which safely covers the nose and mouth.	-A face covering should be worn by all children unless for a legitimate reason. -A face covering should be worn by all staff unless there are speaking to the whole group.
	Coronavirus entering the premises and potentially infecting users of the building	If COVID-19 is contracted, visitors or members of the staff team or church family could in some circumstances become seriously ill	Medium	Yes	REGISTRATION Assist NHS Track and Trace should an infected person attend a service	-Keep a record of all SNL attendees (forename and surname) in a register.

Running Saturday Night Live outside	Spreading coronavirus among attenders	If COVID-19 is contracted, volunteer team or children attending could in some circumstances become seriously ill	Medium	Yes	SELF ISOLATION Comply with government guidelines on self isolation	-Ask all symptomatic children not to attend -Ask all symptomatic parents not to attend with their children. -Communicate to all parents/carers that they must stay at home and self isolate if they (or their children) have a new continuous cough or a high temperature or loss of taste or smell. This is to minimise risk of spread of COVID-19 to friends, the wider community and the vulnerable.
	Spreading coronavirus among attenders	If COVID-19 is contracted, volunteer team or children attending could in some circumstances become seriously ill	Medium	Yes	SOCIAL DISTANCING Comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable)	-Ask children and SNL team to comply with social distancing at Saturday Night Live. -Keep children in groups or squads (if group size is more than 15 children) which wont change within 14 days of last meeting. Keep children of the same household in the same groups as each other. -As far as possible ensure children are 2m away from one another. -Prohibit contact games. -Ask parents/carers to maintain a 2 metre distance whilst dropping off and collecting children.
	Coronavirus entering the building and infecting other users of the building	If COVID-19 is contracted, visitors or members of the staff team or church family could in some circumstances become seriously ill	Medium	Yes	RESTRICT ACCESS Not allow leaders, children or parents into the building, unless in an emergency.	-Let the parents know an accurate place to meet which will not be in the building. -Do not unlock or open the church building. -Only enter the building in an emergency. An emergency includes, but is not limited to, first aid, desperate need for the toilet, security fears from strangers. Normal safeguarding measures should be applied so no child is left one to one with an adult. - When administering first aid it may be necessary to break social distancing measures. After appropriate aid had been giving social distancing should then be resumed.