Melksham Messy Church at Home (Activity Pack Collection)

**Activity Risk Assessment**

**Activity:** Messy Church at Home.

**Location:** Forest & Sandridge School Carpark (Cranesbill Road, Melksham), Online (Melksham Messy Church Facebook Group).

**Time/frequency:** 4th Sunday of the month.

**Name of leader with responsibility:** Hannah Tarring (Melksham Messy Church Coordinator), team leaders.

**Date of first risk assessment:** 21st September 2020.

**Date to be reviewed:** Annually/reflecting COVID-19 government restrictions/changes.

| **Melksham Messy Church & COVID-19 Restrictions** | | | | | | |
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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| Ensuring Social Distancing. | All: children, families, team. | Setting up queuing & activity pack collection area safely.  Providing safe, individual spaces for families to que & collect activity packs.  Ensuring one family at a time approach each table to collect an activity pack. | All members of the team need to be familiar with the risks and actions needed.  This document to be read by the team and approved by senior leadership members of churches involved.  Safe distancing of tables.  Promotion of Social Distancing.  One-way system in place for cars.  Pedestrian gate in use for people on foot: supervised by team member to ensure Social Distancing. | All. | Each session. |  |
| Lack of Social Distancing. | All: children, families, team. | Ensure families are aware of Social Distancing measures through team face-to-face contact & publicity.  Ensure each family is recorded (name of child, adult & contact number) when collecting activity packs to allow for Track & Trace.  Allowing a 30-minute slot each for families to collect activity packs, reducing the length of contact. | Guidelines reviewed to include Social Distancing and withdrawing from attendance if displaying COVID-19 symptoms.  Admission for families only in agreement of Social Distancing & providing details (names & contact info) to allow for Track & Trace.  Ensuring that parents/carers are aware that they are always the responsible adult to ensure compliance with Social Distancing guidelines.  Friendly vigilance by the team.  People ignoring these requests to an unsafe degree will be asked to leave the area of activity pack collection. | All. | Each session. |  |
| Cross-contamination: Resources & Materials | All: children, families, team. | Tables will have activity packs pre-packed and ready to collect. Activity packs will be quarantined for 72 hours in line with Government Guidelines before distribution.  Other resources (prizes, etc) will be safely positioned for families to collect.  There will be no shared resources on this occasion.  Hand-sanitiser will be provided for families before & after entering the area.  Hand-sanitiser will be used by the team before & after handling materials.  All team members will be required to wear appropriate PPE: in this case, a mask, and gloves. | Preparation of materials the week before to ensure a 72 hour+ quarantine period.  Ensuring anti-bac is used for tables, materials & resources where necessary.  Ensure that school carpark gate handles/railings are cleaned before & after each collection session (if necessary). | All. | Each session. |  |
| Cross-contamination: Receiving Donations | All: children, families, team. | Cash donations accepted in a box/pot & supervised by a team member. | Cash to be placed in a sealable plastic bag after each collection session & placed in quarantine for 72 hours.  Donations box/pot to be cleaned thoroughly before & after each collection session. | All. | Each session. |  |
| Slips, trips & falls. | All: children, families, team. | Activity packs/resources to be placed safely during the collection session.  Safe practice emphasised.  Safe materials used only.  Ensure parents/carers are aware of their responsibility to supervise child(ren) – responsibility does not lie with the team.  First Aid Kit available for emergency use by responsible adult accompanying child. | Nominated First Aider with PPE available for help if needed. | All. | Each session. |  |
| Accidents relating to road/cars. | Children & families. | Team vigilance.  Ensure school gates are supervised by team member.  Ensure parents/carers are aware of their responsibility to supervise child(ren) – responsibility does not lie with the team. | One-way system in place for cars.  Pedestrian gate in use for people on foot: supervised by team member to ensure safety & Social Distancing.  Cars to park at the top end of the carpark and be directed into a space by team member.  All cars must use one-way system. | All. | Each session. |  |
| Safeguarding. | All: children, families, team. | Ensuring all team members have read & understand the Melksham Messy Church safeguarding policy.  Ensure team members have a DBS (as many as possible).  Ensure children are always supervised by a parent/carer. | Ensure all children are supervised when collecting activity packs. Unsupervised children will be required to return with a responsible adult. | All. | Each session. |  |
| Photographs. | Children & families. | Ensure all parents/carers give permission for any photographs taken by the team.  Photographs to be taken from one phone/camera and deleted from the device when uploaded to private Facebook Group. | All parents/carers consenting to photographs (taken by team and/or sent to Facebook page by parent/carer) will be required to complete a written photograph permission slip.  Ensure that all parents/carers are aware that photographs will be uploaded to the Melksham Messy Church Facebook Group and could be shared beyond via the Melksham Messy Church YouTube Channel. | All. | Each session. |  |
| Activities. | Children & families. | Ensure all resources are safe (non-toxic if ingested etc).  Provide clear instructions. | Ensure parents are aware that supervision is required for activities. | All. | Each session. |  |
| Online Safety. | Children & families. | All recording equipment to be used in a safe manner (away from water, damaged wiring, etc).  Facebook Live videos will be filmed by the leader(s) responsible & not contain children’s faces.  No videos/photographs to be taken without the express permission of parents/carers.  All photographs sent to the Facebook Group by parents/carers will be used securely with permission. | Parents/carers reminded of online safety.  All participants in videos must be appropriately dressed.  Videos to be uploaded directly to the Melksham Messy Church Private Facebook Group. Sharing to other pages with permission (if children’s faces included). | All. | Each session. |  |

Hannah Tarring, Wiltshire Regional Coordinator for Messy Church

Children and Families Coordinator, Melksham Team Ministry