

# Covid-19 Risk Assessment- Toddlers Sunday Classes

Hazard	Who might be harmed & how?	Risk Level Before Control	Control Measures	Risk Level After Control	Further Action considered	Who will carry out the action	When action to be completed by:
Physical or Management Area or Activity: <b>Toddlers</b>							
Transmission of virus through air/ vapour particles.	Church members and visitors	High	<ul style="list-style-type: none"> <li>An online booking system will be in place for church members and visitors. Numbers will be capped at the <b>[Maximum Number of People Allowed in Second Service]</b> for the second service. This will allow for <b>[Number of Adults]</b> adults and <b>[Number of Children]</b> children. <b>[Number of Spaces Available in Children's Ministry for Visitors]</b> spaces will be made available for visitors.</li> <li>A separate Registration and Pick-Up Risk Assessment has been completed and available to all Toddlers Team Leaders.</li> </ul>	Medium	Numbers of spaces will be reviewed after the first week.	<b>[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]</b>	<b>[Date When the Control Measure is to be Implemented By. N.B. Similarly, put the date in line with the specific control measure bullet point]</b>

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Transmission of virus through air/ vapour particles.	Church members and visitors	High	<ul style="list-style-type: none"> <li>• Numbers on site will be monitored and managed by Children’s Ministry Pastor.</li> <li>• Maximum Class Sizes based on church members children.</li> </ul> <p><b>Toddlers [Number of Children] Children</b></p> <p><b>[*EXAMPLE*]</b> <b>Room Assessment- Toddlers</b></p> <ul style="list-style-type: none"> <li>• The Children’s ministry worker ratio in the Toddlers creche will need to be reduced from 6 workers to 5 workers to allow space for 2-meter social distancing.</li> <li>• The furniture in the Toddler Creche will be cleaned prior to the session by the maintenance team.</li> </ul>	Medium	The Toddlers Room assessment to be reviewed in light of the feedback from workers after the first week.	<b>[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]</b>	<b>[Date When the Control Measure is to be Implemented By. N.B. Similarly, put the date in line with the specific control measure bullet point]</b>

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Transmission of virus through air/ vapour particles.	Church members and visitors	High	<ul style="list-style-type: none"> <li>• A large sofa will be removed to provide additional space for workers to be able to social distance the 2 meters.</li> <li>• The children’s tables and chairs will also be relocated to allow room to accommodate the 2-meter social distancing needed at drop off and pick up.</li> <li>• Toddlers at no point will join Adventurers Class.</li> </ul> <p><b>[*End of Example*]</b></p> <ul style="list-style-type: none"> <li>• It is required that Toddler Creche Workers wear a face mask to cover their mouth and noses at all times.</li> <li>• Toys and play house etc / layout will stay as normal. Should Children’s Ministry Staff desire to move furniture/ toys</li> </ul>	Medium		<p><b>[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]</b></p>	<p><b>[Date When the Control Measure is to be Implemented By. N.B. Similarly, put the date in line with the specific control measure bullet point]</b></p>

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Transmission of virus through air/ vapour particles.	Church members and visitors	High	<p>they will be recommended to use hand sanitizer before and afterwards.</p> <ul style="list-style-type: none"> <li>Adequate ventilation will be ensured at all times throughout the Children's Ministry Classrooms, windows will be open.</li> </ul>	Medium			
Transmission of virus through air/ vapour particles.	Children's Ministry Workers and children.	High	<ul style="list-style-type: none"> <li>There will be no singing but plenty of dancing.</li> <li>In the event that a child is showing any Covid-19 symptoms, we would ask the Team leader to remove the child from the class into the one-to-one room and arrange a parent/guardian call out on the walkie talkie. Please also call the security team (Via the walkie talkie) who will come and wait with the worker and child while we wait for the parent.</li> </ul>	Medium		<b>[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]</b>	<b>[Date When the Control Measure is to be Implemented By. N.B. Similarly, put the date in line with the specific control measure bullet point]</b>

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Transmission through shared objects.	Children	Medium	<ul style="list-style-type: none"> <li>No object lesson props/ items are to be brought from home to use in the classroom.</li> </ul>	Low		<b>[Person/People Responsible for This Action]</b>	<b>[Date for This Control Measure To Be Completed By]</b>
Transmission through shared objects.	Toddler Creche Worker	High	<ul style="list-style-type: none"> <li>Under no circumstances will the tech equipment in the toddler creche be shared. One user will be allocated by the Team Leader to use the equipment for the whole morning. Hand Sanitizer is available for the allocated tech user.</li> </ul>	Medium		<b>[Person/People Responsible for This Action]</b>	<b>[Date for This Control Measure To Be Completed By]</b>
Transmission through shared objects.	Toddler Creche Work	High	<ul style="list-style-type: none"> <li>Toys in the Toddler Creche will be available as usual for the children to play with. When changing from activity to activity that involves clearing equipment and toys, we would ask Children's ministry workers to please use hand sanitiser and gloves if needed.</li> </ul>	Medium		<b>[Person/People Responsible for This Action]</b>	<b>[Date for This Control Measure To Be Completed By]</b>

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Transmission through shared objects.	Creche Team Leader	High	<ul style="list-style-type: none"> <li>Allocated walkie talkies will be given out to the Creche Team Leader on duty who will make a Parent call out to the head steward.</li> <li>Please return the walkie talkie to the office at the end of the session to the office for cleaning.</li> </ul>	Low		[Person/People Responsible for This Action]	[Date for This Control Measure To Be Completed By]
Transmission through shared objects.	All Users	High	<ul style="list-style-type: none"> <li>Hand sanitizers will be available at all entrances, registration desk, children's ministry classrooms and cleaning packs have been put in every classroom.</li> </ul>	Medium		[Person/People Responsible for This Action]	[Date for This Control Measure To Be Completed By]
Transmission through shared objects.	All users	High	<ul style="list-style-type: none"> <li>The water fountain and the kitchen will be closed off</li> <li>There will be no refreshments served on site.</li> </ul>	Low	Further assessment should be completed after the first week. Assessing waiting times at drop off and pick up, as well as the length	[Person/People Responsible for This Action]	[Date for This Control Measure To Be Completed By]

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					of time Children are in their classes. Asking the question should children have access to water and a snack?		
Transmission through shared objects.	All Users	Medium	<ul style="list-style-type: none"> <li>All lost property cupboards will be closed until further notice.</li> <li>Any belongings left behind in the classroom should not be touched by toddler creche workers and left for the maintenance team.</li> </ul>	Low		<b>[Person/People Responsible for This Action]</b>	<b>[Date for This Control Measure To Be Completed By]</b>
Transmission through shared objects.	All Users	High	<ul style="list-style-type: none"> <li>Open top bins will be used throughout the building to reduce the touching of shared objects.</li> </ul>	Medium		<b>[Person/People Responsible for This Action]</b>	<b>[Date for This Control Measure To Be Completed By]</b>
Transmission of virus through contaminated internal surfaces	All Users	High	<ul style="list-style-type: none"> <li>Additional cleaning and hygiene routines are in place prior to the building being used for any service or activity.</li> </ul>	Medium		<b>[Person/People Responsible for This Action]</b>	<b>[Date for This Control Measure To Be Completed By]</b>



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Transmission of virus through contaminated internal surfaces	All Users	High	<ul style="list-style-type: none"> <li>The Toilet Policy will be followed (in the usual way) by toddler creche workers should the child need to use the toilet during the class. (There will be a parent call out for nappy changes.)</li> <li>Signage will encourage hand sanitising before entering the toilets and baby changing areas.</li> <li>Signage in the toilet reminding people to wash their hands, following Government guidance will be in place.</li> <li>Disposable paper hand towels will be provided at all sinks for users.</li> <li>Some sinks in the toilets will be closed off to ensure social distancing can be maintained</li> </ul>	Medium		[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]	[Date When the Control Measure is to be Implemented By. N.B. Similarly, put the date in line with the specific control measure bullet point]

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Notes- Prevention of hazards through Communication with Church members and Visitors	All Users	Prevention  Prevention	<p>The Re-gather Video will be available on the church website and all social media</p> <ul style="list-style-type: none"> <li>Produce a Re-gather induction video for members, providing a comprehensive overview of what it will look like to return to church before they come to church.</li> </ul> <p>All Children’s ministry Teams serving will receive an e-mail with links to the written guidance for parents and Children’s ministry Workers. FAQ’s and guidance.</p>	Prevention  Prevention	Revision required after first week.  Revision required after first week.	<b>[Name of Person/People Responsible for Carrying Out the Control Measures Here. N.B. Put the name of each person responsible in line with the specific control measure bullet point]</b>	<b>[Date When the Control Measure is to be Implemented By. N.B. Similarly, put the date in line with the specific control measure bullet point]</b>
Prevention of Hazards- training Event	All User		The Risk Assessments will be available to view in My Church Suite for all church members			<b>[Person/People Responsible for This Action]</b>	<b>[Date for This Control Measure To Be]</b>

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			All measures will be subject to change following any changes made to government guidelines				<b>Completed By]</b>