

**WINDSOR METHODIST CHURCH - RISK ASSESSMENT OF ACTIVITIES**

<b>Event:</b>	<b>Messy Church, including a hot meal</b>
<b>Date:</b>	<b>Usually held 5 times a year on Saturdays 1545 to 1730 hrs.</b>
<b>Location:</b>	<b>Windsor Methodist Church</b>
<b>Contact Address:</b>	<b>1. Rev'd Vicci Davidson, 1a Spring Lane, Cippenham, Slough, SL1 5BQ 2. Mrs Dianne Redvers, Sunday School Superintendent, 73 Clewer Hill Road, Windsor, SL4 4DE</b>
<b>Phone:</b>	<b>1. 01753 536357 2. 01753 350753 or 07848 449400</b>
<b>Email:</b>	<b><a href="mailto:Rev.vicci@mail.com">Rev.vicci@mail.com</a> <a href="mailto:Dk_male@hotmail.com">Dk_male@hotmail.com</a></b>

Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
Health & Safety	Low Spillages Accidents in kitchen Allergies re food.	Members attending are all aware of H and S concerning the building. Only experienced Members operating in the kitchen. Kitchen is subject to its own risk assessment. No children permitted in the kitchen.	H & S procedures and policy clearly visible on notice board. Any Food allergies identified prior to the event. Volunteers watching for spillages and mopping up ASAP.	The Minister, all volunteers, and parents / guardians in attendance.  Property Officer, Mr Peter Trout
Risk of fire	Low	Fire doors in place and Fire/Emergency procedures clearly visible on notice board.  Fire exits clearly marked.	Members are from time to time reminded of the church policies and procedures. Overview of fire procedures given during the welcome.	The Minister and all volunteers, and parents / guardians in attendance.
Safeguarding	Low	All children are accompanied by a parent/guardian. All adult attendees will be made aware of: <ul style="list-style-type: none"> <li>• The Methodist Church Safeguarding Policy Statement.</li> <li>• The WMC SG Summary of Good Practice, which is displayed in each room.</li> <li>• The Connexional Statement of Safeguarding Principles, which is displayed on the main Church noticeboard;</li> <li>• The WMC Safeguarding Policy, which is also displayed on the main noticeboard.</li> <li>• Photographs subject to SG Policy. (None to be taken without written consent of parent / guardian.)</li> </ul>	All these documents / information has been published (Church noticeboard and Church Council minutes).  All volunteers have received the appropriate SG training and where applicable DBS checks.	It is for every person who engages with WMC activities to actively consider the safeguarding needs of themselves and those around them on an ongoing basis and to take responsibility for addressing/ referring any identified risks to those who are best placed to take further action. <ul style="list-style-type: none"> <li>• All parents/ guardians and volunteers in attendance.</li> <li>• The Minister.</li> <li>• Church Council.</li> <li>• Church Safeguarding Officer.</li> </ul>

Activities involving the use of scissors/knives	Low Cutting fingers with children's knife or scissors	Experienced volunteers and sensible ratio of children to volunteer. Parents always present.  Use Children appropriate scissors	Constant supervision by parents and volunteers.  First Aid kit available.	All volunteers and parents / guardians
Activities involving water	Medium Wet floors: slipping hazard.	Floor / tables to be covered appropriately	Floors / tables to be wiped ASAP if necessary.	All volunteers and parents / guardians.
Risks re Covid 19	Individuals infected by the Covid 19 Virus and all the implications that would follow.	"This risk assessment also encompasses the COVID-19 risk assessment for this activity (see attached addendum) which must be adhered to in order to protect everyone entering WMC building for any reason.	All adult attendees and staff made aware of the Covid 19 risk assessment addendum for this activity attached to this risk assessment, and informed it must be complied with.	All adult attendees and staff.

**Addendum to the Risk Assessment for Messy Church held at Windsor Methodist Church concerning Covid-19.**

**It is now legal requirement for managing trustees to conduct a risk assessment on Covid-19 before and during use of church buildings. This includes taking reasonable steps to reduce the risk of spreading Covid-19 to those who use the building. The following has been considered:**

- Identifying what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this is not possible, control the risk.
- How to track incidents in an accident log book in accordance with the Health & Safety policy for the church/circuit.
- What information do those who use the building need to make sure they understand how to keep safe during the outbreak?

**As Messy Church is an activity of worship at Windsor Methodist Church the volunteers will familiarise themselves with, and carry out, its risk assessment, and as from October 2020, in addition the specific assessment set out below relating to Covid-19.**

Messy Church takes place 3.45 pm – 5.30 pm, usually on a Saturday and approximately five or six times a year. It is classified as ‘an act of Worship’ and therefore there is no restriction on numbers, as long as social distancing is complied with.

Booking for sessions will be required unless there are spaces left on the day to fill. A booking system is in place. This will be the responsibility of the Sunday School Superintendent (currently Mrs Dianne Redvers), or her delegated person.

Volunteers' Role: at the beginning of each session the following will be put in place:

- Signage as legislation requires, including DoH Wash Your Hands Poster will be checked as in order, informing families about what is expected of them and give reminders of social distancing to maintain a safe environment.

- Handwashing/Sanitiser and wipes will be in place for use by everyone entering and as they exit the church building for use by families and volunteers.
- Sanitisers will be available to clean surfaces that are touched during the session.
- A register with names, contact details and an emergency number will be kept for each session and retained by the Sunday School Superintendent or her delegated nominee. For the purposes of Covid-19 this register will be kept for 21 days.
- Families will be informed if there is an outbreak of any infectious diseases among those attending and if any family reports a case of Covid-19 in the household and among contacts.
- Any equipment used must be sanitised, or not having been used for over 72 hours, thereby risk free of the Coronavirus.
- Face Masks: From 8 August 2020, it is mandatory to wear a face covering in indoor public spaces. However, they are not a replacement for safe distancing and regular handwashing. Children under the age of **11** are exempt along with young people and adults with certain medical conditions.
- Recyclable and disposable cups and plates only to be used.

#### Families Role:

- **Each child will have a parent/carer on the building premises who will be responsible for their own child/children, except when delegated to the responsibility of Sunday School teachers.**
- Face Masks: From 8 August 2020, it is mandatory to wear a face covering in indoor public spaces. However, they are not a replacement for safe distancing and regular handwashing. Children under the age of **11** are exempt along with young people and adults with certain medical conditions (see Government website).
- Provide contact details and an emergency telephone number which will be entered in the session register.
- Inform the Sunday School teachers if anyone in their household develops symptoms of the virus and/or has a positive test – government guidelines.
- Adults to keep 2 metres social distance as far as is possible. All older children should be made familiar with social distancing rules by their parents/carers.
- Not to enter the kitchen.
- Close all doors securely.
- Using the wipes provided to clean the toilet handle and tap as necessary. Disposing of soiled wipes/hand towels in bins which are lined.
- Children are not to be brought to Sunday School if they have been sick within the last 48 hours or have any other infectious diseases.
- Adults sanitise hands on arrival and departure and children wash hands using the toilets on arrival and bowls provided at the exit point.
- Any queuing should be at a distance of 2 metres.
- No refreshments to be brought into the church building, except if parents choose to bring a drink for their child/children which they personally supervise.
- Any pushchairs and prams to be left in the hallway.

#### Further information.

The following is an extract from Government guidance and included here for all concerned with Messy Church:

*As more settings reopen, it is important that we continue to put in place ways to minimise the transmission risks of the virus. This means that you should consider sending your child to the same setting consistently, and consider carefully the number of settings they attend overall, in order to prevent your child from mixing with multiple different groups of children.*

*We are recommending that providers, as far as possible, keep children in small groups of no more than 15 children with the same children each time wherever possible (i.e. do not mix groups unless absolutely necessary) and at least one staff member, depending on the type of provision or size of the group. Group sizes may need to be smaller than 15 children depending on a number of factors such as age of the children in attendance, size of the premises or the type of activity. This means that when your child attends the first session they should be placed in a particular group or class of children and they should*

*remain in that group for future sessions as far as possible.*

A contact number for the leader of each session will be given to the parents attending in case they need to report a case of Covid in their family or contacts. This is the responsibility of the Sunday School Superintendent or her nominated delegate.

This Risk Assessment was completed September 2020 and approved by Church Council 6 October 2020. It will be kept up to date with changing Government guidance / legislation.

Approved by Church Council 6 October 2020

Signed: *Vicci Davidson* Superintendent Minister, Rev'd Vicci Davidson

Date of Renewal: October 2021