

## WINDSOR METHODIST CHURCH - RISK ASSESSMENT OF ACTIVITIES

<b>Event:</b>	<b>Mothers and Toddlers Group: when approximately between 12 and 24 children under the age of 5 years attend.</b>
<b>Date:</b>	<b>Every Thursday during term time – 09.30 to 11.15 am</b>
<b>Location:</b>	<b>Falder Hall, Windsor Methodist Church</b>
<b>Contact Address:</b>	1. Rev'd Vicci Davidson, 1a Spring Lane, Cippenham, Slough, SL1 5BQ 2. Mrs Pat Smith, 17 St John's Drive, Windsor, SL4 3RA 3. Mrs Marion Cathcart, 2 Forest Park, Winkfield Road, Windsor, SL4 4RA
<b>Phone:</b>	1. 01753 536357 2. 01753 854022 3. 01753 324932
<b>Email:</b>	1. <a href="mailto:Rev.vicci@mail.com">Rev.vicci@mail.com</a> 2. <a href="mailto:windsorstjohn@msn.com">windsorstjohn@msn.com</a> 3. <a href="mailto:Marioncathcart59@hotmail.co.uk">Marioncathcart59@hotmail.co.uk</a>

Activity	Possible risk	Prevention	Action to be taken to reduce risk	Responsibility
Safeguarding	<p>Low</p> <p>Possible assault on a child.</p> <p>Possibility of a child wandering off site.</p> <p>Possible intruders into the hall.</p> <p>Photographs used unlawfully.</p>	<p>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. All attendees will be aware of:</p> <ul style="list-style-type: none"> <li>• Only parents / guardians and persons invited by Team Leaders are permitted to be in attendance.</li> <li>• Photographs subject to SG Policy. No photographs are permitted without written consent of parents / guardians.</li> </ul>	<p>All staff are aware of:</p> <ul style="list-style-type: none"> <li>• The Methodist Church Safeguarding Policy Statement.</li> <li>• The Safeguarding 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>• The outer door of the church is locked to prevent access /child wandering off site.</li> <li>• All this information has been published (Church noticeboard and Church Council minutes).</li> <li>• Both Mrs Smith and Mrs Cathcart have been DBS cleared and relevant helpers have received the appropriate SG training.</li> </ul>	<ul style="list-style-type: none"> <li>• The Minister.</li> <li>• Mrs Pat Smith.</li> <li>• Mrs Marion Cathcart.</li> <li>• All volunteer helpers.</li> <li>• All parents / guardians in attendance with young children.</li> <li>• Church Council</li> <li>• Kathy Sadler, Church Safeguarding Officer.</li> </ul>

Health & Safety	Low H & S is subject to its own RA for the building which is published and adhered to.	Volunteers are all aware of H and S concerning the building. Only drinks / biscuits are served from the kitchen. Experienced Members would be operating in the kitchen. The kitchen is subject to its own risk assessment.	H & S procedures and policy clearly visible on notice board.  Any food consumed would be given to the child by its parent / guardian.	<ul style="list-style-type: none"> <li>The Minister,</li> <li>Mr Peter Trout, Property Manager.</li> <li>Mrs Pat Smith</li> <li>Mrs Marion Cathcart</li> <li>All volunteer helpers.</li> </ul>
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.	<ul style="list-style-type: none"> <li>The Minister,</li> <li>Mr P Trout, Property Manager.</li> <li>all volunteer helpers,</li> <li>All parents / guardians in attendance.</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 SS teachers / parents when appropriate.	Constant supervision by parents and volunteers.  First Aid kit available and kept up-to-date.  First Aiders on site.	All volunteers and parents / guardians in attendance.
Activities involving water	Medium Wet floors: slipping hazard.	Floor / tables to be covered appropriately	Floors / tables to be wiped ASAP if necessary.	Mrs Smith, Mrs Cathcart and all volunteers,  All parents / guardians in attendance.
Risks re Covid-19	Individuals infected by the Covid-19 Virus and all the implications that would follow.	<b>This risk assessment also encompasses the COVID-19 risk assessment for this activity</b> (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 addendum attached to this activity risk assessment, and informed it must be complied with.	The Minister, Leadership Team, Church Council.  All adult attendees and staff.

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

**It is now a legal requirement for managing trustees to conduct a risk assessment on Covid-19 before and during use of church building. 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.
- 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.
- What information do those who use the building need to make sure they understand how to keep safe during the outbreak?

**As Mothers and Toddlers is an activity of 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.**

As guidance allows there will be bubbles of 6 and as many as can safely be accommodated whilst maintaining social distancing but there will be no socialising in groups of more than 6 and they mustn't move from 6 to 6 during the session. The Falder Hall will be set up to accommodate this.

Booking for sessions will be required unless there are spaces left on the day to fill. A booking system will be in place and there is a charge of £3 per session to be paid in cash.

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 leader and for the purposes of Covid-19 will be kept for 21 days. (Currently, this person is Mrs Pat Smith or Mrs Marion Cathcart).
- 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.
- Only disposable and recyclable cups to be used.

Families Role:

- **Each adult is totally responsible for their own child/children**
- Provide contact details and an emergency telephone number which will be entered in the session register.
- Inform the leaders if anyone in the 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 with little ones in all areas of the premises, inside and out.
- Not enter the kitchen or church.
- Close all doors securely.
- Use the accessible toilet for changing nappies if necessary and disposing of nappy in the nappy waste bin.
- 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 Mothers and Toddlers 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.
- Bring a drink for the child/children. Otherwise no refreshments to be brought into the play area. A plain biscuit will be provided and a hot drink for adults, or squash for children but parents to bring their own recyclable cup (with lid for hot drinks).
- Pushchairs and prams to be left in the hallway.

Further information.

This risk assessment will be kept up to date with changing Government guidance / legislation.

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. Coronavirus QR posters will be displayed by the church.

This Risk Assessment was completed September 2020.

**Approved by Church Council: 6 October 2020**

**Signed:** *Vicci Davidson*

Superintendent Minister, Rev'd Vicci Davidson

**Date of renewal: October 2021**