| **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** |
| --- | --- | --- | --- | --- | --- | --- |
| Transmission of Covid-19 | Children and adults catch the virus  A range of illnesses including fatality | Encourage the use of hand gel for all participants on arrival and as appropriate during a session.  Surfaces being used to be cleaned with anti-bacterial cleaner after use. | At appropriate points make sure that hand washing takes place | Olena Yurchenko | Reminders given on the day |  |
| Food | Children & adults  Allergic reaction and transmission of covid-19 | Food is cooked by a church volunteer in a clean kitchen.  Distribution of the food is by one leader who has no COVID symptoms  Food to be consumed at the tables. Clear instructions to be given not to walk with food and caution if the food is very hot.  Distribution of hot/cold drinks is by designated leader to an adult from each family  Allergies stated on permission forms | Include instructions to all team members | Olena Yurchenko | Parents and team informed |  |

| **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** |
| --- | --- | --- | --- | --- | --- | --- |
| Craft activities | Children  Choking hazard  Cuts due to using scissors  Glue  Sharpies | Crafts to be supervised by parents/carers and leaders  Clear instructions given about how to use all materials and not to put any items in the mouth.  Child friendly scissors to be used and children to be supervised while using  PVA glue used in small quantities for each group – distributed in small containers with spreaders provided for each group. Glue sticks should be provided one per family  When sharpies are used for colouring care needs to be taken to avoid getting onto skin. | Families instructed to take care with equipment and adults to supervise activities with their family | Olena Yurchenko | At the event |  |
| Slips, trips, falls  Especially whilst playing games | Children and adults  Broken bones, sprains, bruises | Instructions not to run and to stay in agreed designated spaces  Clear instructions to take care during games  First Aid kits available and gloves for use. Parents to be instructed where this is located and expected to deal with minor injuries by themselves  Designated First Aider to intervene as required – maintaining social distancing unless to do so would be a danger to those requiring first aid. | Instructions about first aid to be given at the event | Olena Yurchenko | At the event |  |
| Firepit for cooking marshmallows | Young people and adults  Burns and scalds | Firepits to be supervised by an adult at all times  Firepit to be lit early so that smoke and flames subside  Young people instructed clearly how close to stand  Mats/chairs to be placed at a safe distance from the fire pit  Leaders to give young people clear guidelines to ensure YP keep a safe distance from the fire pits and behave sensibly e.g. no running.  Once lit, don’t leave the fire until put out at the end.  Only leaders to manage fires.  No games to be played in the vicinity of the fire pits.  When marshmallows are being toasted, long skewers should be used. Young people should be made aware of danger of burning their mouth.  Designated leader to be aware of and near to specific YP at all times by the fire and to lead YP to evacuation point if needed.  Trained first aider present.  Bucket of water next to the firepit | Instructions repeated clearly on the day | Olena Yurchenko | At the event |  |