| **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 | Young people and adults catch the virus  A range of illnesses including fatality | Use of hand gel for all participants on arrival and encourage them to use it during the session  Team to follow government guidance and avoid touching face, eyes and mouth. If necessary they should cough into their elbow. | Be clear with parents that young people should not attend if they have synptoms | | Olena Yurchenko  Olena Yurchenko | | Procedures and forms sent in advance  Reminders given on the day | |  |
| Parents unaware of children participating | Children – in appropriate contact with children | Consent forms have been completed and returned to Olena Yurchenko and data is stored by the Parish | Forms to be updated September 2023  List of emergency contact details to be available at each event.  Personal contact to be made with parents | | Olena  Yurchenko | | Sept 2022  Ongoing | |  |
| Craft activities | Young people  Choking and spillage | Clear instructions given about how to use all materials and not to put any items in the mouth  Supervision whilst doing craft activities | Young people instructed to take care with equipment | Olena Yurchenko | | At the event | |  | |