

# Children's Church Marquee Risk Assessment



## Version Control

Issue Date	Issue Number	Amends	Issued By
5 <sup>th</sup> May 2021	1		Fran McLean

Risk	Who Might Be Harmed?	Controls	Additional Information	Person Responsible
Adults and children are susceptible to contracting or spreading Coronavirus <b>when arriving on site and entering the marquee.</b>	Families and volunteers.	All children and adults will use hand sanitizer before entering the marquee. Hand sanitiser will be supplied on a table by the entrance.	Parent/Carer to ensure child uses hand sanitiser.	Parent/carer
		Parents must drop off their children outside the Marquee after completing Registration form.		
		If a parent needs to enter the Marquee they must wear a facemask.		
		On entering the marquee, Children must find a mat and stay seated until the session begins.	Fran/volunteer to direct children to mats.	Fran McLean and volunteer.
		The Children's Church leader does not need to wear a facemask. The Children's Church Helper must wear a facemask.		
		Front and back doors of Marquee to be opened to increase ventilation throughout the session.	Fran to ensure doors are opened before the session.	Fran McLean
Adults and children are susceptible to contracting or spreading Coronavirus	Children, Staff and volunteers	Children, Leader and Helper must maintain social distancing of 2 metres throughout the session.	Fran to ensure social distancing is maintained.	Fran McLean and volunteer.

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<b>when inside the Marquee.</b>		Children to remain in their marked area, by their mat. Children to use their own craft pack.		
Adults and Children are susceptible to contracting or spreading Coronavirus <b>when using the external Annexe toilet.</b>	Children, Staff and Volunteers	Everyone will be directed to use the external Annexe toilet.  Appropriate signage, soap and paper towels will be displayed to encourage handwashing for 20 seconds.  Appropriate signage and disinfectant wipes will be displayed and provided, to ask adults to wipe down the flusher, taps, wash basin and door handle after use.	Helper to accompany child to the Annexe toilet and wait outside.  Helper will be responsible for ensuring their child completes handwashing.  Fran to wipe surfaces in Annexe toilet after the session.	Volunteer  Volunteer  Fran McLean
Families are susceptible to contracting or spreading Coronavirus <b>whilst eating leaving the Marquee and Holy Trinity site.</b>	Families, Staff and volunteers	Parents to wait outside the Marquee to collect their children.  Helper to wait outside and call each child to their parent.  Children to hand sanitise on leaving the Marquee.  Track and Trace information collected from the parents booking in Church.	Fran to explain the procedure at drop off.    Helper to ask children to hand sanitise on leaving.	Fran McLean  Volunteer