

Easter Saturday Story Trail Risk Assessment



Version Control

Issue Date	Issue Number	Amends	Issued By
29 th March 2021	1		Fran McLean

Risk	Who Might Be Harmed?	Controls	Additional Information	Person Responsible
Adults and children are susceptible to contracting or spreading Coronavirus when arriving on site to begin the Trail.	Families, staff and volunteers	All attendees will arrive to begin the trail through the Lychgate which will be signed 'Easter Trail Entrance'.	Clear signage in place.	Fran McLean
		All children and adults will use hand sanitizer before entering the Lychgate, using the hand sanitiser station.	Parents/carers to ensure family bubble uses hand sanitiser.	Parent/carers
		Families have booked a timeslot to begin the trail, 15 minutes apart, so they will be one bubble starting the trail at any one time.	Fran to ensure one family enters the Lychgate to begin the trail at any one time. If a family is at the Easter garden, they will be asked to wait and social distance before entering the Lychgate to complete the trail.	Fran McLean
		Easter Trail sheets, pencils and Easter story sheets will be on a table by the Lychgate for collection before beginning the trail. Each family bubble will be responsible for collecting their own sheets.	The sheets will be printed and collated 48hours in advance.	Fran McLean
Adults and children are susceptible to contracting or spreading Coronavirus when walking on the Trail.	Families, staff and volunteers	Each family bubble must maintain a social distance of 2 metres from any other family bubbles at all times. Each family has a 15 minute time slot to begin the trail. If any family catches up with the family in front, they must wait until the family in front have moved away from each egg before approaching it themselves.	Fran to explain this procedure as each family bubble starts the trail.	Fran McLean Parents/carers

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An adult or child injures themselves when walking on the trail.	Adults and children on the trail	<p>Fran has planned the walk and trialed the route to ensure that it is safe for adults and children. Parents/carers will be responsible for children crossing the car park on their way to the Easter garden.</p> <p>If an attendee on the trail injures themselves, Fran will have a first aid kit. The parent/carer will be responsible for administering the first aid.</p>	<p>Fran will ask all parents/carers to be responsible for their children crossing the car park.</p> <p>Fran will tell each family bubble that she will have a first aid kit.</p>	<p>Fran McLean Parents/carers</p> <p>Fran McLean Parents/carers</p>
Adults and children are susceptible to contracting or spreading Coronavirus when helping to build the Easter garden.	Families, Staff and volunteers	<p>Families will help to build the garden one bubble at a time. The volunteer will maintain a distance of 2 metres from each family at all times and wear a face mask.</p> <p>After the family have used any equipment such as a trowel, it will be wiped with an antibacterial wipe.</p>	If another family approaches the Easter garden, they will be asked to wait 2 metres away until their turn.	<p>Dick Rivett</p> <p>Dick Rivett</p>
Adults and children are susceptible to contracting or spreading Coronavirus when inside the Marquee completing the craft activity.	Families, Staff and volunteers	<p>Adults and children over the age of 11 must maintain social distancing of 2 metres from another family bubble and wear a face mask. Children over the age of 5 must maintain social distancing and stay with their family bubble. Children under 5 do not need to maintain a distance of 2 metres, but must stay with their family bubble as much as is reasonable possible.</p> <p>There will be a one-way-system through the Marquee, clearly signed.</p> <p>On entering the Marquee, each family will collect their egg prize from the table near the entrance and collect their craft egg to colour.</p>	<p>The volunteer will position themselves inside the entrance to the Marquee, to explain the procedures to each family. They will wear a facemask at all times and ensure all adults and children aged 11 and over wear a facemask on entering.</p> <p>The volunteer will ensure a one-way system is maintained.</p>	<p>HTP volunteer Parent/carer</p> <p>HTP volunteer</p>

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		<p>On leaving the Marquee, each family bubble will collect their stickers, puzzle book and Easter story (Jesus dies for me) from the table next to the exit.</p> <p>Tables and pens wiped down between each family – families collect egg from table on entry.</p>	<p>The volunteer will ensure each table and pens are wiped with an antibacterial wipe after each family has left the table.</p>	<p>HTP volunteer</p>
<p>Adults and Children are susceptible to contracting or spreading Coronavirus when using the external Annexe toilet.</p>	<p>Families, Staff and Volunteers</p>	<p>Everyone will be directed to use the external Annexe toilet.</p> <p>Appropriate signage, soap and paper towels will be displayed to encourage handwashing for 20 seconds.</p> <p>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.</p>	<p>Parent/carer will be responsible for ensuring their child completes handwashing.</p> <p>All adults to wipe surfaces after use.</p>	<p>Fran McLean</p> <p>Fran McLean Parent/carer</p> <p>Parent/carer</p>
<p>Families are susceptible to contracting or spreading Coronavirus whilst eating leaving the Marquee and Holy Trinity site.</p>	<p>Families, Staff and volunteers</p>	<p>Each family bubble will leave the Marquee through the Exit, clearly signed, following the one-way system.</p> <p>Parents and carers will be asked to maintain social distancing until they have left the Holy Trinity site.</p>	<p>HTP volunteer to ensure one-way system is maintained.</p>	<p>Fran McLean Parent/carer</p>
<p>An attendee of the Easter Saturday Story Trail contracts Coronavirus up to 7 days after attending.</p>	<p>Families, Staff and volunteers</p>	<p>Track and Trace information is collected via the Eventbrite booking system for all adult attendees. All adults are asked to email Fran on families@htprestwwod.org.uk if they or their children develop symptoms in the 7 days following 1st April 2021.</p>		<p>Fran McLean Parent/carer</p>