

# Risk Assessment Form



The Church of England  
in Essex and East London  
Diocese of Chelmsford

Event:	Edward Bear	Location:	St Barnabas Church, Great Tey
Date:	26/8/20	Lead Person	Elizabeth Dance

Edward Bear meets on the first Friday of the month during term-time, 2 – 3pm, usually at St Barnabas Church, Great Tey unless otherwise specified.

Edward Bear is for Babies, Toddlers, Under 5's and their parents or carers.

Edward Bear starts with a bible story and singing/rhymes followed by craft, play and refreshments.

Identify hazard	Type of injury which might result	Who might be at risk?	Probability of incident (low/medium/high)	Actions taken to minimize risk
Spread of COVID-19 while meeting together for Edward Bear.	COVID-19 illness	All group members and leaders, especially pregnant mums, and those with additional health risks.	Low for the children in the group medium for the parents high risk for pregnant mums and those helpers or carers with additional health risks, who may have been shielding up to 1/8/20	<ul style="list-style-type: none"> <li>The group will be no larger than 15 people (advice from Diocese on 1/9/20)</li> <li>Families will be greeted at the door at the start of the session. The 'welcomer' will advise of procedure.</li> <li>(before Edward Bear a message is sent to each family inviting them to Edward Bear) This message will include wearing a face mask/shield, sanitizing of hands and keeping a safe distance from other adults.</li> <li>Sanitize hands on entry to the Church</li> <li>Sanitize hands on leaving/exit of Church</li> <li>Edward Bear to keep a register of everyone who attends, including contact details. Leader of the group to sign Edward</li> </ul>

				<p>Bear Group on the sign in sheet for the Church, this ensures that details can be given for Track and Trace purposes.</p> <ul style="list-style-type: none"> <li>• Adults to wear masks whilst in the building</li> <li>• Leader and helper to wear face shields to enable telling of stories and communicating.</li> <li>• Parents may be asked to wait outside the church until the family in front have sanitized hands and entered the building, moving out of the foyer area.</li> </ul>
Use of the toilet	All group members	Spread of COVID-19	medium	<p>The toilet will be available for use during Edward Bear, it will have been cleaned before the group starts. Parent will accompany their child to the toilet. Sanitize hands prior to entry of toilet, wash hands for 20 seconds after use of toilet and sanitize hands on exit. Paper towels will be provided for drying of hands Sanitizing spray is available in the 'bathroom' to wipe over after use. Group leader to notify 'church warden – Chris P' if the toilets have been used during Edward Bear.</p>
Ringling of the 'bell'	Children and 'adult helper'	Spread of covid-19	Low	Sanitise hands before and after ringing bell
Playing with toys	Children and adults (parents/group leaders)	Spread of covid-19	Medium	<ul style="list-style-type: none"> <li>• Toys will be chosen by Elizabeth when setting up before Edward Bear.</li> </ul>

				<ul style="list-style-type: none"> <li>• Children or other adults will not be allowed to access toy store to choose their own toys.</li> <li>• Toys used will be 'quarantine' after each Edward Bear. Although no other group uses these toys.</li> <li>• Soft toys or toys hard to clean will not be used at this present time</li> <li>• Toys will be regularly cleaned/sanitized by Elizabeth (wipes will be provided for parents to wipe toys over between children playing with them)</li> </ul>
Craft/food activities	Children and their parent/carer	Spread of Covid-19 through sharing of resources	Medium	<ul style="list-style-type: none"> <li>• Each child will have individual pots of utensils, there will be no communal plates/pots for sharing.</li> <li>• Parents will be reminded to keep their distance from other adults and encouraged to only help their child.</li> </ul>
Story-time and time of 'worship/singing'	All group participants	Spread of Covid-19	Medium	<ul style="list-style-type: none"> <li>• Wearing of face masks or visors by adults.</li> <li>• Chairs will be set out so that adults are SD at the front of church – where the weather is suitable Edward Bear will meet outside. Families will be asked to bring their own picnic blanket to sit on for the story time.</li> <li>• Children will continue to be able to sit on</li> </ul>

				<p>the floor together to listen to the story.</p> <ul style="list-style-type: none"> <li>• Instead of a time of singing we will have music playing and share some spoken finger rhymes.</li> </ul>
<p>Refreshments – this is integral part of baby and toddler groups. Often a time when parents are able to have a hot drink.</p>	<p>All group participants</p>	<p>Spread of Covid-19 by sharing of utensils,</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• The utensils will be used only by Edward Bear group.</li> <li>• Utensils will be cleaned afterwards in Elizabeth's dishwasher</li> <li>• A hot water dispenser will be prepared in advance and placed on the refreshment table.</li> <li>• Refreshments will be made only by Emma (who will sanitize her hands before this 'task')</li> <li>• One spoon per 'drink' no shared spoons</li> <li>• Individual packets of biscuits will be offered</li> <li>• Dirty mugs/spoons/beakers will be placed directly back into 'a washing up bowl' by the parent.</li> <li>• Likewise, children will have a drink made for them by Emma and individual packets of biscuits for their snack.</li> </ul>