

Whetstone CLCGB – COVID-19 Risk Assessment

Name of Section or Activity	Re-opening on Wednesday and Friday Evenings at Whetstone CLCGB	Date of risk assessment	24/09/2020	Name of who undertook this risk assessment	Paul Brown C.O.	COVID-19 readiness level transition	From Red to Amber "Companies can open with caution"
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Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Premises			
The parish centre is used by other groups- the risk is the virus may remain on touch points.	Members and Leaders	Leaders to arrive early and conduct a clean of all touch points, floors and toilets. All surfaces to be wiped down with anti-bacterial spray. A clean of all touch points will be conducted when leaders exit and close down the centre.	Cleaning to be monitored throughout the night, and regular top-up cleans to be conducted where needed.
Toilets – higher risk area for touch points and spread of the virus	Members and Leaders	Toilets will have a maximum number of two persons in at any one time. Regular top up cleans will be made as and when required. Whetstone CLCGB will add additional sanitizer, hand wash and drying facilities to promote good hand hygiene.	To be monitored by the leaders, with consideration of reducing this to 1 person in each toilet if required. Toilets will be closed for cleaning if required and the disabled toilet utilised as a backup.
Arrival of Members			
Members arrive at Whetstone CLCGB. Risk of breaching social distancing. Risk of groups congregating inside and outside the building.	Members and parents	Parents to drop off children to the leaders outside of the building. A one way system will be in place to ease flow of people and allow parents and children to exit safely. The leader will only allow admission once corridors and entrance clear. Section leaders will then meet the young person in their designated room.	A CLCGB leader will be allocated to manage this process and supervise. If a large group of members or parents arrive together, they will be asked to queue to one side 2m apart.
Collection of subscriptions and tuck money. Risk is transfer of the virus through handling of cash	Members, leaders and parents	Contactless payments now accepted via debit card or smart phone / watch. Contactless will be the preferred method of payment. If members do pay with cash, they will be asked to drop the cash into a container, so that the leader does not need to touch it. The leaders will process the cash at a later time, with the use of gloves and handwashing after counting.	This will be monitored by the commanding officer, with consideration to move to contactless only or direct debit only.
Hand Hygiene- Members arriving with dirty hands – risk of spreading the virus	Members and Leaders	Hand sanitizer will be set up outside the entrance and it will be a condition of entry to sanitise your hands	To be monitored by the leader in of the night.
Activity Nights			
Members interaction – risk of not adhering to social distancing guidelines	Members	All activities will be planned in advance, and specially selected activities that promote social distancing will be selected. No contact games will be used and members who fail to follow the distancing rules will be challenged by leaders.	To be monitored by the all leaders. If any activity is encouraging members to be too close, then the activity will be stopped or cancelled.
Refreshments	Members and Leaders	All cups will be washed before use. The drinks will then be served on a tray by a leader. The members will then be asked to take the cup from the tray to prevent the leader having to touch the top of the cup.	When preparing the drinks, leaders to wear gloves when laying out the cups.

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Tuck Shop – Risk of Breaching social distancing and virus transmission on food and packaging	Members and Leaders	Loose sweets will be pre-packaged in a safe, clean environment by a leader wearing gloves. They will then be sold as 25p / 50p tuck bags. The person serving tuck will wash their hands before and after serving. Self service will be promoted where possible – allowing the members to pick up and select what they want without the leader having to touch items.	Leaders to invite members to collect their sweets one by one to prevent a gathering.
Use of space and facilities – risk of too many young people arriving and therefore making it difficult to keep a 2m Distance.	Members and Leaders	A register is kept and numbers monitored. If at any point the leader in charge feels there are too many young people, then the activity will be moved outside where appropriate. If this is not possible then the group will be split in half and another room will be used, or even an alternative venue sought – for example use of the church or URC hall.	Officer in charge to monitor and communicate with all other leaders.
Use of transport – Minibus and cars	Leaders and members	At the present time, no leader's cars will be used as the space is too small to be able to distance safely. All of our activities will be local and based at the centre. For the older sections, if numbers allow then the mini bus can be used, providing spacing is adhered to and face coverings are worn. This would need a dynamic risk assessment at the time of the outing.	Officer in charge to monitor and use of the bus would only be used if no alternative can be found.
Communication between parents and leaders.	Leaders and Parents	There will be a leader based outside during arrival and drop of with members. If parents need to speak with the section leaders or staff, then the leaders will come outside for a handover / chat. Printed letters will no longer be used. Leaders will communicate with parents via Email, SMS, Facebook and use of our website. Leaders will be ensuring parents contact details are updated when dropped children off.	Section leaders are responsible for communicating with member's parents about forthcoming events and activities.
First Aid – If first aid is required then it is not possible to keep 2m apart	Leaders and Members	Where first aid is required, the first aider will wear a facemask, and disposable gloves. If blood or vomit present, then disposable apron and face shield to be worn also.	First aiders will receive an additional briefing from one of our trained medical professionals, Kelly or Natalie.
Singing and Shouting – risk of projecting / spreading fluids and therefore encouraging spread of the virus	Leaders and Members	No activity will be planned that includes singing or shouting. If the members become rowdy, then the leaders will remind them not to scream or shout.	If the activity is encouraging members to scream or shout, the activity should be stopped immediately and an alternative found.
Face coverings	Leaders and Members	The use of face coverings is complex with numerous exceptions allowed. Any members aged 11 or over will be required to wear a face covering upon arrival and during certain activities. The leaders will inform the members when they can remove them. For example, if we can safely spread the members out and we are doing a cooking activity, then masks do not need to be worn during the activity. Similar exemptions apply for educational activities. No face masks are required outdoors. Masks will be made available for all members and leaders to wear. Leaders will be provided with face shields, so their mouths are visible facilitating effective communication with younger members.	The officer in charge to monitor and advise section leaders where required. A common sense approach is required to balance the requirements of the law, safety of our members whilst be able to operate effectively.
Hygiene	Leaders and Members	The Catch It / Bin it will be promoted with signs inside the centre. Tissues will be available for members to use, and members will be discouraged from touching their faces, especially with unwashed hands. Where possible, windows will be open to ensure good ventilation.	Section leaders to monitor.

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Different sections meeting – risk of exposing young people to more people than necessary	Members	We will have two sections running at one time, but they will not come together. They will remain in separate parts of the building, with separate leaders.	To be managed by the leader in charge of the night.
Band Practice			
Brass and woodwind instruments	Members & Leaders	Brass and woodwind instruments are not currently permitted to rehearse indoors. If a rehearsal outdoors was to take place, then members should be back to back so that their instrument is not 'projecting' towards any other person, and 2 m distance between all persons. Drums and tuned percussion can rehearse indoors providing they are socially distanced and follow all other safeguards	Section leaders to monitor and manage socially distancing.
Leaving			
Hand washing – risk of transferring the virus	Members & Parents	Members will wash their hands before leaving, or use the hand sanitizer provided. Members are also encouraged to wash their hands upon arrival at home.	To be managed by the leader at the doors.
One way system		Members will exit via the kitchen door, and be collected by their parents. This allows extra space for parents to queue to collect their child. Finishing times will be clearly published and the officer in charge will ensure the sessions finish on time, so there is no delay or risk of parents having to wait outside for a longer period of time.	Officer in charge to monitor and make any adjustments as required.

Completed By	Paul Brown Commanding Officer Whetstone CLCGB	Date	24/09/2020
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