|  |  |  |  |
| --- | --- | --- | --- |
| **Church:** St Pauls Church Boundary Road West Bridgford  **Activity:**  Infinity Youth Group – various dates at St Pauls premises | **Assessor’s name:** Penny Carrier  **Leaders:** Penny Carrier, Angela Harris, Lou Morales, AidanNorris, Tim Fox | **Date completed:**  10th May 2021 | **Review date:**  TBA |

| **Area of Focus** | **Controls required** | **Additional information** | **Action by whom?** | **Completed – date and name** |
| --- | --- | --- | --- | --- |
| **Masks, social distancing & ventilation**  **Sanitisation** | If held indoors then over 11’s face masks to be worn but can be removed for eating. Social distancing in place. |  | Penny and leaders |  |
| Outdoors social distancing required. |  |  |  |
| Sports activities indoors - masks not required whilst doing the activity. Table tennis/ cricket/ badminton bats/balls to be sanitsed between individual use.  Team activities – dance/drama etc face masks can be removed but social distancing to remain. |  | Penny and leaders |  |
| Indoor areas to be well ventilated. |  | Penny and leaders |  |
| As part of electronic consent forms – request parents to drop off and pick up from car park. |  | Penny |  |
| Check that handwashing facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Already in place | Penny |  |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Already in place | Penny |  |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Already in place | Penny |  |
| All cleaners provided with gloves (ideally disposable). | Already in place | Penny |  |
| Suitable cleaning materials provided, depending on materials and if historic surfaces are to be cleaned. | Already in place | Penny |  |
| Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site. | Already in place | Penny |  |
| **Safeguarding** | Safeguarding 3 x DBS leaders in place. |  | Penny |  |
| **Willow equipment outside/inside must not be touched** | Ensure clear instructions no touching Willow equipment outside or inside. |  | Penny and leaders |  |
| **Promoting good hygiene**  **Food** | Clearly direct people to where they can sanitise their hands on arrival and after the session  Hall toilets available with hand sanitiser  Reduce cross-contamination:  Sanitise equipment used after every session  Food will be provided and cooked in the kitchen by one leader.  Drinks bottles to be labelled and in designated area | Ask young people to bring their own cold drinks | Penny and leaders  Penny |  |
| **NHS Test and Trace** | NHS Test and Trace – Keep a record of attendance and hold for 21 days before destruction. Inform parents/guardians that we need to keep this record. Inform they should not send a young person exhibiting symptoms and to inform us if they subsequently do and to let us know the outcome of any test. | Consent Forms | Penny |  |
| **First Aid** | Penny Tim, Angela, Lou first aid trained after 22nd May 2021 |  |  |  |
| **Consent Forms** | Email to families - consent forms to be completed  To ensure parents are aware of the activities and the Covid guidance |  | Penny |  |
| **Young people medical conditions** | We will have regard to relevant medical conditions of attendees, details of which will have been obtained/updated from parents/guardian | Consent Forms | Penny to share info with leaders | On receipt of consent forms |