# Returning to Face-to-Face Activities

## Covid-Ready Risk Assessment

This risk assessment is for all risks related to COVID-19 and should be completed and used in addition to risk assessments for the meeting space and activities being undertaken. This risk assessment forms part of the GBNZ COVID-19 Framework for returning to face-to-face activities. The risk assessment should be completed separately for venues and/ or age groups as necessary. It is important that this remains a LIVE document and is required to be reviewed and updated regularly.

This is only a template with common hazards/ risks and **MUST** be reviewed and completed locally, to identify all hazards/ risks and the control measures which will be put in place to reduce the likelihood of these occurring during face-to-face GBNZ activities. You should also identify who will be responsible for making sure control measures are in place by putting a name or role into the ‘Leader Responsible’ box for each hazard/ risk. Once **ALL** control measures are in place for a specific hazard/ risk please put a tick in the box to confirm this.

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| --- | --- | --- | --- | --- |
| Company / Unit / Area: |  | Age Group: |  | |
| Venue / Meeting Space: |  | Number of Girls / Leaders: |  |  |
| Venue / Meeting Space size (m2): |  | My Vaccine Pass required? | Yes | No |

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|  | **Hazard / Risk Identified** What’s the hazard and the risk of harm? | **Control Measures** What measures will you put in place to reduce the hazard/risk identified?  **ADD ADDITIONAL LOCAL CONTROL MEASURES FOR EACH HAZARD/ RISK IDENTIFIED** | **Control Measures in Place**  **✓** | **Leader Responsible** |
| 1. | **High Risk of Infection spread to attendees should any person(s) who are following relevant government guidance on self-isolation after symptoms/ positive test/ contact tracing etc. attempt to join in Face-to-Face activities.** | *Control measures could include:*   * *Communication with parents/ carers, young people and leaders in advance of face-to-face activities re-commencing.* * *Signage on arrival.* |  |  |
| 2. | **High risk posed to Vulnerable persons including young people, leaders, parents/ carers who have been advised not to attend face-to-face activities.** | *Control measures could include:*   * *Communication with parents/ carers, young people and leaders in advance of face-to-face activities re-commencing.* * *Signage on arrival.* |  |  |
| 3. | **High Risk of infection spread should too many people attend the venue.** | *Control measures could include:*   * *Maximum capacity set for venue (consult with your Church and/ or Meeting Space provider).* * *Signage advising maximum numbers in a venue/ location/ hall.*   *Face masks mandatory for all adults in Orange Traffic Light setting.* |  |  |
| 4. | **High Risk of infection spread should small or confined spaces be used.** | *Control measures could include:*   * *No use of small or confined spaces which do not have good ventilation.* |  |  |
| 5. | **Risk of infection spread as a result of an individual(s) having symptoms during an activity or testing positive after having attended an activity.** | *Control measures could include:*   * *Record attendance for young people and leaders.* * *Action plan in place.* * *Leaders briefed on actions to be taken if activity in progress if a positive case is reported.* |  |  |
| 6. | **Risk of infection spread due to poor hand hygiene for those attending face-to-face activities.** | *Control measures could include:*   * *Handwashing or hand sanitiser available at entrances/ exits and around the meeting space.* * *Everyone to use hand sanitiser or handwashing on arrival/ exit.* * *Hand washing or sanitiser at regular intervals during activity.* |  |  |
| 7. | **Risk of infection spread as a result of contaminated/ unclean surfaces at meeting space.** | *Control measures could include:*   * *Cleaning of meeting space before starting face-to-face activities.* * *Regular cleaning of high-contact surfaces/ items (i.e. door handles, tables, toilets, etc.) during activities.* * *Cleaning materials including appropriate PPE available to leaders with safe storage.* |  |  |
| 8. | **Risk of infection spread through physical contact between persons from different households.** | *Control measures could include:*   * *Programme planned to not include activities which promote physical contact.* |  |  |
| 9. | **Risk of infection spread through use of contaminated/ unclean activity equipment.** | *Control measures could include:*   * *Cleaning of activity equipment before starting face-to-face activities.* * *Cleaning in between usage by different groups.* * *Assigning specific equipment to groups/ teams for sessions and limiting volume of equipment used.* * *Consider limiting shared resources or providing names packs for girls.* |  |  |
| 10. | **Risk of infection spread through access to meeting space by persons outside of your control (i.e. by other building users or in a public space). Applies in Red Traffic Light setting only.** | *Control measures could include:*   * *Establish boundaries through marking out a designated area for activities.* * *Appropriate leader supervision and knowledge of meeting space.* |  |  |
| 11. | **Risk of infection spread by singing, shouting and/ or playing of instruments that are blown.** | *Control measures could include:*   * *Singing or band activities using instruments that are blown should be avoided. These are not permitted in the Red traffic light setting.* * *Use of screens, physical distancing to mitigate risk.* * *Young people and leaders briefed on not raising voices due to increased risk of transmission of spray and droplets.* |  |  |
| 12. | **Risk of infection spread through preparation and/ or serving of food and drinks.** | *Control measures could include:*   * *People (adults & children) preparing and serving food & drink are to wear face masks.* * *Young People and leaders asked to bring their own snacks and drinks where possible.* * *Good hand hygiene by those serving/ preparing food or drink.* * *All surfaces used to serve/ prepare food or drink should be cleaned before usage and at regular intervals.* * *Good hand hygiene by ALL before eating or drinking.* * *Reducing use of shared equipment and/ or ensuring all equipment is thoroughly cleaned before use.* |  |  |
| 13. | **Risk of infection spread through collection of money or other documents from members or parents/ carers.** | *Control measures could include:*   * *Encouraging use of electronic communication and payment.* * *Quarantining items in a safe location for minimum 72 hours.* * *Using appropriate PPE in line with current government guidance.* |  |  |
| 14. | **Higher risk of infection spread through inability to maintain physical distancing in an Emergency or First Aid Situation.** | *Control measures could include:*   * *For minor injuries the First Aider provides resources and instructions for injured person to administer first aid themselves.* * *PPE equipment (face mask, apron, gloves and hand sanitiser) to be located with First Aid kit to ensure physical distancing mitigations where First Aid needs to be administered.* |  |  |
| 15. | **Higher risk of infection spread when using transport to get to and from activities in vehicles due to small and confined spaces.** | *Control measures could include:*   * *Wearing a face mask and cleaning vehicles before and after usage.* |  |  |
| 16. | *Add any additional Risk/ Hazard identified.* |  |  |  |
| 17. | *Add any additional Risk/ Hazard identified.* |  |  |  |
| **Review:** This risk assessment should be **reviewed regularly and when there is any transition between traffic light settings**. Any additions/ changes to this risk assessment should be recorded in the ‘Update Log’ below. | | | | |

## APPROVAL

This risk assessment **MUST** be approved in line with the GBNZ COVID-19 Framework for returning to face-to-face activities by the following roles:

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| --- | --- | --- | --- | --- | --- |
| Approved by Company Captain/ Unit Senior Leader | Name:  Role:  Date: | Approved by Chaplain/ Church Representative | Name:  Role:  Date: | Approved by GBNZ Support Centre Representative | Name:  Role:  Date: |

Please note:

Approval for activities being run by Areas should be by a minimum of two Officer Bearers (Area Commissioner, Secretary, Treasurer, Training Coordinator), as well as the GBNZ Support Centre.

Approval for activities being run by any National Committees or teams will be by the Risk Management Officer and GBNZ Support Centre.

Once the approval process is complete (i.e. this ‘Risk Assessment’ and ‘Group Action Log’), you will be ‘Covid-Ready’ and able to return to face-to-face activities.

## UPDATE LOG

Once approved, all updates to this risk assessment **MUST** be detailed below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Changes (provide details of any changes made)** | **Date Changed** | **Changed By** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

## REVIEW LIST

All leaders involved in running activities should be listed below and **MUST** review this risk assessment.

All future updates **MUST** also be shared with all leaders on the review list below.

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| **Name** | **Role** | **Date Reviewed** |
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