**Activity: Family Light Trail**

**Location:**

**Time/frequency:**

**Date of first risk assessment: October 2020**

**Name of leader with responsibility:**

| **Harzard** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Transmission of Covid-19 during the half term activity afternoon. Confusion among hirers. Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users. Risk of virus spread to all attending an activity or event, rather than one group of <6. | Leaders, participants | Track and trace sheet with name and contact number to be kept for 21 days after event. Clear signage to remind family groups to maintain their social distance.Participants to sanitise on arrival and departure. Leader to wear a visor or face covering as extra precaution.Optional free activity, participants and families to take care to follow the guidelines while in a shared space.Repeating activity at different churchyards so families can attend their local event. Longer event time to stagger arrival times more easily. | There are spaces / walks near each Churchyard families can ‘wait or do’ to avoid the Churchyards becoming crowded. | All leaders to be vigilant throughout the session | Before and during each session |  |
| Social distancing requirements and limit on group sizes of 6. Risk to hirers/event organisers and to those attending.  | Transmission to other families – (respiratory transmission) | Quiz will be set up outside and clues will be spaced out as far as possible along a one-way trail.Separate entry and exit gates to churchyardFamilies arrive in their own group and signs will remind them to keep socially distant (2m+) from other families.If many families arrive at once, offer time slots or a waiting area large enough for groups to maintain their distance. | Event organisers are not expected to ask about people’s domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice. But no group members should mingle, ie mix, with another group. Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions. | ZY and other volunteers | Before, during and after activity. |  |
| Risk of transmission between people. | Children and adults | Have a waiting area outside all potential entrances with signs to encourage care when entering Churchyard. One way system put in place. Activity in sealed bags, pre quarantined for 48+ hors, for participants to take.Tables (&chairs if used) cleaned between sessions. | If area becomes busy, remind people to take care, and come back if needed..Hands sanitised between handing out (pre quarantined) extra quiz sheets/ sweets. | everyone | Before, during and after activity. |  |
| Risk of contact transmission- Toilets Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors. | everyone | Toilets for minimal use. Emergency use only if availableHirer to control numbers accessing toilets (one at a time).Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. | If used arrange for cleaning afterwards prior to next use. | ZY or volunteer to Ensure soap, paper towels, tissues and toilet paper are replenished,  | Before, during and after activity |  |
| Risk of transmission by touching Hand Hygiene | Leaders, participants | Hand sanitised between activities and if handing out extra quiz sheet or resources quiz sheet to anyone. | Re apply after any accidental touching. | ZY  | During session times |  |
|  |  |  |  |  |  |  |
| Slips, trips and falls on bumpy ground in churchyard.Any other accident | everyone | 1st Aid present and 1st Aider (ZY). First Aid to a child to be given by parent if possible. 1st Aid kit to have extra gloves, masks and aprons to minimize transmission if close contact is required.Clues placed strategically near the path, any unsafe areas will be marked off/manned | All families reminded to take care on the paths/ grassy areas.Flyer states activity will be outside so families can come prepared.Route will be checked and cleared as required prior to session start. | ZY beforehand. Everyone during | Before and during session |  |
| Accident in churchyard or from climbing on gravestones / monuments | Children& possibly adults | Volunteer from each church present to assist ZY to set trail to ensure it is safe, clear, permitted route around the church. Keeping to safe paths and areas. Clues will not be placed on/ next to any that would pose a potential hazard. | Families reminded not to climb or play around any gravestones and monuments. Families reminded to respect them if needed.Volunteers around trail to be vigilant and ensure families keep to the path intended | ZY and voluneers | Before and during session |  |
| Lost children | children | Flyer states children must be accompanied at all times. Activity is in an enclosed area. Volunteers will be positioned in view of gateways.  | Remind families to supervise their children if required | Parents and volunteers | During session |  |
| Small parts inside the tea light. could be ingested/lost or misused. | children | Battery powered tea lights have a switch on them and should not be opened. Reminder on info sheet inside pack. Packs are issued to families and the activity is designed to be done as a family. | . | ZY to include on info sheet | Before session |  |
| Getting poked with a Sharp pencil | children | Pencil supplied in packs to avoid sharing to complete the quiz. It will be sharpened but shouldn’t pierce the bag. Used with an adult supervision. | If required remind children that the pencils are for completing the quiz. | ZY and volunteers | Before and during session  |  |
| Misuse of clay | children | Instructions supplied to make tea light holder. Child-safe DAS clay is non-toxic and air drying so appropriate for age and activity. |  | ZY to include on info sheet | Before session |  |
| Inclement weather | everyone | Activity designed to be done outdoors in all weathers. If weather is too severe, postpone or do not ahead with activity. | ZY to put up sign at Churchyard should this happen. | ZY | Before session – hopefully not needed. |  |
| Food | Everyone | Any food eg. cakes or sweets will be individually packaged. Sweets will be inside activity packs.  |  | ZY And volunteers. | Before and during session  |  |

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