

**COVID-19 Risk Assessment – Autumn 2020
Use of the Simon Says office**

Introduction

This plan has been developed specifically for Simon Says and takes into account as far as reasonably practicable the advice from HM Government and NHS England. No plan can make building 100% safe from the risk of infection and as well as the Charity providing the safest environment possible, our staff, volunteers and users must play their part in being personally responsible for maintaining a safe environment for themselves and others.

The approach detailed below will be implemented and will run until there is any further easing of restrictions. Also, we will be reviewing the measures in place regularly to adapt our plan where required.

Anyone at high risk or volunteers/ families caring for someone at high risk will be unable to attend the office until further notice. Anyone displaying symptoms will be asked to leave.

Your support is critical for the safety of all involved.

IN ADVANCE OF THE SESSION:

Office – Support of children– ensuring the venue has measures in place to ensure the safety of our group.	<ul style="list-style-type: none"> • A maximum of 4 children will be supported by 2 volunteers at the office. This can increase to 5 children if we have siblings who will not need the same social distance measures in place.
Volunteers – ensuring the volunteers have received the appropriate support and training to run the groups safely and have completed pre groups screening.	<ul style="list-style-type: none"> • Ensure we have 2 volunteers available at each session. • Ensure that they are trained and comfortable with the Charity’s expectations. • Be expected to complete a pre-session COVID19 declaration.
Families / Children – providing service users with sufficient information for them to feel confident that they will be entering a safe environment.	<ul style="list-style-type: none"> • Families will be asked to register for each session. • Be expected to complete a pre-group COVID19 declaration.

BEFORE AND DURING THE SESSION

<p>Office – ensuring it is ready for the group and all mitigating actions have been carried out.</p>	<ul style="list-style-type: none"> • The Charity confirm that the group can proceed and ensure all actions have been carried out as per the risk assessments.
<p>Charity – expectations on the day.</p>	<ul style="list-style-type: none"> • An email to the families confirming their place at the session and details of arrival times and expectations. • The room will be set up with social distancing measures in place. Where possible creating spaces where the children are working back to back or side to side. • The volunteers will ensure that each child will have their own space and craft activity laid out in readiness. • Volunteers will be supplied with a face covering to be worn whilst working inside; will be expected to hand sanitise on arrival, during the session at 30-minute intervals, before and after going to the kitchen or toilet and on leaving the venue. • Volunteers will be supplied with cleaning materials; hand sanitiser; paper towels; tissues; disposable aprons; disposable gloves and face coverings. • Will ensure that all public areas are cleaned after each session.
<p>Families – expectations in advance and on the day.</p>	<ul style="list-style-type: none"> • Register to attend the session and let us know if plans change. • Complete the pre-attendance COVID declaration. • Only children will be given access to the office, parents or guardians are welcome to drop their child off and come back to collect or wait in their cars in the car park. (Free parking is available at the venue.) • Please ensure social distancing outside the venue before entry.

	<ul style="list-style-type: none">• Bring your own refreshments for the session.• Follow the social distancing measures in place at the time of the session.• Hand sanitise on entry, before and after going to the toilet and on exit of the venue.• 1 in 1 out for the toilet(s)• Adults and children over 11 will be expected to wear a face-covering inside.• If travelling by public transport it will be assumed that you will be taking additional precautions to make that journey.
--	--

AFTER THE SESSION

Should anyone who has attended the session develop symptoms 14 days after they must inform the Charity by emailing info@simonsays.org.uk to enable NHS test and trace service protocols to be followed.

The Charity will review with the volunteers and the venue after each session to identify and changes to procedures that are required. Families attending may give feedback by emailing info@simonsays.org.uk