

**COVID-19 Risk Assessment – Autumn 2020**  
**Opening of the support groups**

**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. The policy reflects the advice given at the current time, however, advice is likely to change and this policy will be updated to reflect any changes required either locally or nationally. No plan can make a building 100% safe from the risk of infection and as well as the Charity providing the safest environment possible, our 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 after each session to adapt our plan where required.

Whilst every endeavour will be made to support the number of children we are normally able. Due to the nature of the virus we will need to review our normal practices, this includes expecting families to register before attending; limiting the number in attendance; possibly changing the length of the sessions to accommodate more children; dropping children off; carrying out “zoom” chats the week before the group for all new families or anyone wanting a 1:1 chat that would normally take place at the group etc.

Anyone at high risk or volunteers/families caring for someone at high risk will be unable to attend until further notice. Anyone displaying symptoms will be asked to leave. Please do NOT attend if you have any symptoms or have been advised to self-isolate.

Your support in the reopening of our Groups is critical for the safety of all involved.

**IN ADVANCE OF THE SESSION:**

<p>Venue – ensuring the venue has measures in place to ensure the safety of our group.</p>	<ul style="list-style-type: none"> <li>• Review their risk assessment.</li> <li>• Can we (the Charity) satisfy ourselves that this is a safe venue to use and if yes, what, if any measures do the Charity need to put in place?</li> <li>• Check any limitations on numbers</li> <li>• How can we adapt to support the greatest number of children?</li> <li>• Clarify their expectations of us.</li> </ul>
<p>Volunteers – ensuring the volunteers have received the appropriate support and training to run the groups safely and have completed pre groups screening.</p>	<ul style="list-style-type: none"> <li>• Involve and communicate with the volunteers in the risk assessment process.</li> <li>• Ensure we have enough volunteers to run the group.</li> <li>• Ensure that they are trained and comfortable with the Charity’s expectations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be expected to complete a pre-group COVID19 declaration.</li> </ul>
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"> <li>• Families will be asked to register for each session.</li> <li>• Provide a copy of the venue and the Charity risk assessments.</li> <li>• The Charity will provide an update before the session with a list of expectations for each session, including which “bubble” the child will be in and their allocated volunteer(s).</li> <li>• Be expected to complete a pre-group COVID19 declaration.</li> </ul>

#### BEFORE AND DURING THE SESSION

Venue – ensuring it is ready for the group and all mitigating actions have been carried out.	<ul style="list-style-type: none"> <li>• The Charity will contact the venue to confirm that the group can proceed and ensure all actions have been carried out as per the risk assessments.</li> </ul>
Volunteers – expectations on the day.	<ul style="list-style-type: none"> <li>• The volunteers will set the rooms up with social distancing measures in place (as per the current advice). Where possible creating spaces where the children are working back to back or side to side.</li> <li>• The volunteers will ensure that each child will have their own space and craft activity laid out in readiness.</li> <li>• Each volunteer will be allocated a role within the session. This may be one of the following: COVID champion; group worker; floater etc.</li> <li>• The volunteers will know in advance and will be allocated to a group of children. (Groups or “bubbles” will be made up of no more than 15). Working in smaller groups where the number of volunteers allows.</li> <li>• Volunteers complete a pre attendance COVID declaration; will be supplied with a face covering to be worn whilst working inside (accept in the case of medical exemption which the Charity must be made aware of prior to the session); will be expected to hand</li> </ul>

	<p>sanitise on arrival, during the session at 30-minute intervals, before and after going to the toilet and on leaving the venue.</p> <ul style="list-style-type: none"> <li>• Volunteers will be supplied with cleaning materials; hand sanitiser; paper towels; tissues; disposable aprons; disposable gloves and face coverings.</li> <li>• The COVID champion will be aware of anyone displaying symptoms and will ask that person to leave the session. All in attendance will be informed.</li> <li>• Will be expected to maintain social distances between themselves and others in line with the current government advice.</li> </ul>
<p>Families – expectations in advance and on the day.</p>	<ul style="list-style-type: none"> <li>• Register to attend the session and let us know if your plans change.</li> <li>• Complete the pre-attendance COVID checklist.</li> <li>• Children to be dropped off and collected at the end of the session.</li> <li>• On arrival, follow the instructions given in the pre-arrival email.</li> <li>• Please ensure social distancing outside the venue before entry.</li> <li>• Bring your own refreshments for the session.</li> <li>• Follow the social distancing measures in place at the time of the group.</li> <li>• Hand sanitise on entry, before and after going to the toilet and on exit of the venue.</li> <li>• 1 in 1 out for the toilet(s)</li> <li>• Adults and children over 11 will be expected to bring and wear a face-covering inside.</li> <li>• If travelling by public transport it will be assumed that you will be taking additional precautions to make that journey.</li> </ul>

AFTER THE SESSION

Should anyone who has attended the session develop symptoms within 14 days after they must inform the Charity by emailing [info@simonsays.org.uk](mailto: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](mailto:info@simonsays.org.uk)