

# Just 4 Kids Parties

## COVID-19 Risk Assessment

Date of Assessment: 09/08/2021

Carried Out By: Victoria Nagy

What are the hazards?	Who might be harmed and why?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Parents Children	<ul style="list-style-type: none"> <li>-Provide training and written guidance to staff on safe hygiene practices in line with government guidance.</li> <li>-Staff to wash their hands with soap and water or use hand sanitiser frequently, including before an event, during and afterwards.</li> <li>-Staff to provide hand sanitiser, (with permission from parents), for children to use at the event or activity in the event of no soap and water being available.</li> <li>-Staff to encourage children at events to frequently wash their hands with soap and water or use hand sanitiser.</li> <li>-Remind and update staff on any changes to</li> </ul>	<ul style="list-style-type: none"> <li>-Remind and update staff on any changes to government guidance on safe hygiene practices.</li> <li>-Staff to report any concerns to management.</li> </ul>	Staff Parents Children	On-going

		<p>government guidance on safe hygiene practices.</p> <ul style="list-style-type: none"> <li>-Staff to report any concerns to management.</li> <li>-Management to provide advice to customers and parents on our safe hygiene practices on our website.</li> </ul>			
Getting or spreading coronavirus by not cleaning props and equipment	<p>Staff Parents Children</p>	<ul style="list-style-type: none"> <li>-Use the guidance as set out in the Controls section of this risk assessment .</li> <li>-Identify surfaces that are frequently touched by multiple people, e.g. shared props and equipment and specify the frequency and level of cleaning required by staff.</li> <li>-Provide training and written guidance to staff on how to effectively clean props and equipment and with which cleaning products.</li> </ul>	<ul style="list-style-type: none"> <li>-Remind and update staff on any changes to government guidance on safe cleaning practices.</li> <li>-Staff to report any concerns to management.</li> </ul>	Staff	On-going
Contracting or spreading the virus by not social distancing (when government restrictions require us to)	<p>Staff Parents Children</p>	<ul style="list-style-type: none"> <li>-Identify any potential close proximity risks to staff, children or parents in our events or activities and take steps to adapt our services to mitigate or control the spread of the virus through social distancing and other mitigation measures.</li> <li>-Ensure staff understand and follow the current</li> </ul>	<ul style="list-style-type: none"> <li>-Remind and update staff on any changes to government guidance on social distancing.</li> <li>-Staff to report any concerns to management.</li> </ul>	<p>Staff Parents Children</p>	On-going

		<p>government guidance on social distancing with mitigation measures.</p> <ul style="list-style-type: none"><li>-Provide training and written guidance to staff on how to safely social distance, when required, and of the social distancing adaptations to our events and activities to mitigate or control the risk of spreading the virus.</li><li>-Encourage and monitor the children at our events and activities to safely social distance when required, and when needed, to provide friendly assistance or guidance to help them do so.</li><li>-If restrictions require, advise parents and their children not to travel with people outside of their household.</li><li>- If restrictions require, advise parents to stagger arrival times to the event.</li><li>- If restrictions require, advise parents to drop their children off at the events and activities and not to stay wherever possible.</li><li>- If restrictions require, keep group sizes to 15</li></ul>			
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		<p>children wherever possible and take additional steps to control and mitigate risk should the group size exceed this.</p> <ul style="list-style-type: none"><li>- If restrictions require, where it is difficult to maintain social distancing indoors, staff to wear face shields and apply mitigation measures, such as avoiding face to face working/contact.</li><li>-Advise parents spectating indoors to wear a face covering in line with current government guidelines.</li><li>-Provide parents with additional social distancing advice on our website in line with current government guidelines.</li><li>-If required, Create additional outdoor activities, performances and events for children to participate in and host events outdoors wherever possible.</li><li>-Inform parent to take contact details of the children's parents and keep on record for 21 days for NHS Test and Trace purposes.</li></ul>			
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		<p>Assist NHS Test and Trace however necessary if contacted.</p> <ul style="list-style-type: none"> <li>-Children and/or their parents are not to attend events or activities if they are feeling unwell or have Coronavirus symptoms.</li> </ul>			
Poor workplace ventilation leading to risks of coronavirus spreading	<p>Staff Parents Children</p>	<ul style="list-style-type: none"> <li>-Advise parents/carers to host events and activities outdoors wherever possible.</li> <li>-Advise staff and parents to open windows and/or doors where to allow air flow and when it is safe to do so.</li> </ul>	-Adapt activities to be held outdoors	<p>Staff Parents Venue Operator</p>	On-going
Increased risk of infection and complications for vulnerable staff	Staff	<p>Identify staff that fall into one of the following categories: - Clinically extremely vulnerable. - People self - isolating. - People with symptoms of Coronavirus.</p> <p>Discuss with staff what their personal risks are and take steps to mitigate any concern or risk where needed.</p> <p>Staff are not to come to work if they have Coronavirus symptoms and must self -isolate and contact NHS Test and Trace</p>	<ul style="list-style-type: none"> <li>-Continue to discuss any concerns and work with staff regarding any safe working or vulnerability concerns.</li> <li>-Remove staff from the workplace in the event of any Coronavirus symptoms or self - isolation and request they contact NHS Test and Trace</li> </ul>		On-going

Activity	Adaptation
<b>Magic and Puppet Show</b>	<p>Only one helper used for all tricks.            Balloon wand given to the helper at end of party.            Children to be sat down, at least 1 metre away.            Children must not touch the puppet.</p>
<b>Parachute Games</b>	<p>Hands washed on arrival.            Parachute games to be the first activity out of all of the activities chosen.            Use appropriate-sized parachute for number of children.            Where possible, children to hold one handle each.</p>
<b>Sing-a-longs</b>	<p>Children and entertainer to stand at least 1 metre apart when singing and face the same direction where possible.            Instruments to be sanitised before and after use.</p>
<b>Interactive Story telling</b>	<p>No changes.</p>
<b>Arts and Crafts</b>	<p>Children to have their own pot with the crafts to be used.            No sharing.            Sanitise equipment after each party.            Entertainer to go round and top up children's pots if required.            Children to spread out at party venue when doing the activity.</p>
<b>Circus Skills</b>	<p>Sanitise equipment before and after use.</p>
<b>Biscuit Decorating</b>	<p>Each child to have their own, individual pots filled with sweets and icing, to prevent sharing.</p>
<b>Face Painting</b>	<p>Sanitise hands before and during face painting.            Water tub cleaned frequently.            Mask worn, if government guidelines require.            Paints and brushes sanitised using wipes after every child.</p>
<b>Glitter Tattoos</b>	<p>Mask worn, if government guidelines require.            Paints and brushes sanitised using wipes after every child.            Each tattoo stencil used once at a party.</p>

<p><b>Balloon Modelling</b></p>	<p>Use a sharpie to write child's name on each balloon to prevent sharing or confusion over the balloons owner. Sanitise hands before making balloons.</p>
<p><b>Party Games</b></p>	<p><b>Movement Games: Limbo/Musical statue and Bumps / Corners / Conga</b>  Children to spread out when dancing.  Children to face the front when dancing.  Music kept quieter to avoid shouting.  Frequently touched surfaces to be sanitised.  Entertainer to hand the child a prize- no rummaging through the prize box</p> <p><b>Circle games: Key Game / 'Pass the Parcel' / Duck Duck Goose</b>  Keys to be sanitised before, during and after the game  One balloon passed around  Entertainer to hand the child a prize - no rummaging through the prize box</p> <p><b>Team Games: Balloon collection relay race/ over and under balloons/ balloon jump (between legs)</b>  Teams of up to 5  Children stood in lines facing the front  Entertainer to hand the child a prize - no rummaging through the prize box  Each child has their own balloon for balloon jump and relay  Only entertainer to blow up the balloons- each balloon tie must be sanitised once blown up  Equipment sanitised</p>