



Covid19 Risk Assessment Orchard Lea

Most people who are infected with Covid19 will experience mild symptoms, such as a cough and a fever, and will recover without the need for specialist treatment. Evidence suggests that children and adolescents are less likely to develop severe symptoms of the disease, but can still transmit the disease to others.

The aim of this risk assessment is to reduce the risk of spreading Covid19 within the club as far as possible, by identifying and implementing measures that will help to keep staff, children and their families safe from infection.

Risk assessment conducted by: J Little	Date of risk assessment: July 2020
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Area for assessment	What is the risk?	Risk level (H/M/L)	What steps have you implemented to reduce the risk?	Risk level (H/M/L)
Venue	<ul style="list-style-type: none"> Fire safety procedures 	M	<ul style="list-style-type: none"> Adapted emergency evacuation procedures, to allow for separate groups to assemble in different areas outdoors, using separate exit points from the building 	L
	<ul style="list-style-type: none"> Are changes to the way the building is used safe for children and staff? 	M	<ul style="list-style-type: none"> We have made sure that all entrances and exits are clear and accessible and children and staff can exit safely. 	L
	<ul style="list-style-type: none"> First aid - are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders? 	M	<ul style="list-style-type: none"> Two first aid kits are always accessible at all sites. We will have at least 2 first aiders present at each session 	L
	<ul style="list-style-type: none"> New practices will not be maintained, which will increase the risk of spreading Covid19 	M	<ul style="list-style-type: none"> We have revised our daily environment check to include the new practices implemented, this should ensure that the new practices are maintained. 	L
	<ul style="list-style-type: none"> Waste building up, within the building, increasing the risk of infection 	M	<ul style="list-style-type: none"> Bins will be emptied at the end of each session, and be disposed of in the external waste management facilities 	L

	<ul style="list-style-type: none"> Limited ventilation 	M	<ul style="list-style-type: none"> Where possible, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection 	L
Movement around the club	<ul style="list-style-type: none"> Entrances causing people to congregate, preventing social distancing. 	M	<ul style="list-style-type: none"> Common sense should be used by parents when collection/ dropping off their child, no parents will be entering the buildings, staff will sign children in and out. 	L
	<ul style="list-style-type: none"> Overcrowding in room and hallways 	M	<ul style="list-style-type: none"> Divided up rooms to keep groups separate, using tables and floor markings to denote the separate areas. 	L
	<ul style="list-style-type: none"> Increased numbers at certain times of day, compromising social distancing 	M	<ul style="list-style-type: none"> Staggered snack times have been introduced to limit to maintain social distancing measures. Breakfast club offers gradual influx of children and after school club offer anytime collection. 	L
	<ul style="list-style-type: none"> Spread of virus due to numbers of people using the setting 	M	<ul style="list-style-type: none"> We will run activities outside, as far as possible and within “bubbles” if inside. 	L
Cleaning and reducing contamination	<ul style="list-style-type: none"> Use of play equipment for groups of children 	M	<ul style="list-style-type: none"> Children will wash hands before using play equipment and equipment will be cleaned after each session, with sanitiser adopting the pump, play, put away system 	L
	<ul style="list-style-type: none"> Shared resources and equipment increasing the risk of infection 	M	<ul style="list-style-type: none"> Children will clean hands between activities and equipment will be cleaned after use 	L
	<ul style="list-style-type: none"> Not enough time for appropriate handwashing 	M	<ul style="list-style-type: none"> Additional time has been built into the schedule to allow for good handwashing techniques to be adopted. 	L
	<ul style="list-style-type: none"> Children not using suitable handwashing techniques 	M	<ul style="list-style-type: none"> A member of staff of staff will supervise handwashing at the start of the session, during breakfast and snack. We use activities to demonstrate how quickly germs 	L

	<ul style="list-style-type: none"> Toilets being overcrowded Contaminated surface spreading the virus Excess equipment and soft furnishings which cannot be easily sanitised Access to suitable supplies of cleaning materials Staff and children not understanding the need for good personal hygiene and handwashing 	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>spread and how good handwashing techniques limit this - eg Glitter germs activity.</p> <ul style="list-style-type: none"> Staff will monitor use of toilets and as far as possible, during the session, will encourage children to use a policy of one in, one out. Frequently-touched surfaces, such as handles, door plates, light switches, table tops and toys will be regularly cleaned with anti-bacterial spray or wipes, before, during and after each session. Remove unnecessary furniture, equipment and soft furnishings and place into storage. The manager will source a suitable supply of cleaning materials and will find alternative suppliers as backup, should this be required. Stock takes will be undertaken on a weekly basis to ensure that suitable levels are maintained Public health posters will be displayed throughout the club, to convey the importance of these measures 	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
Staffing	<ul style="list-style-type: none"> Managers not having suitable training to enable to address the changed situation with confidence Staff not fully understanding the changes that have been introduced, so not adopting safe practices 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> Managers will access online Covid19 training Staff will be given training to address the changes and our daily environment checks will be updated to ensure that they don't get overlooked. 	<p>L</p> <p>L</p>

	<ul style="list-style-type: none"> • Are staff safe to work - including those with high risk factors, or other underlying health factors, or with vulnerable or shielding family members, or other increased risk factors - eg travelling to work by public transport • Anxiety levels of staff, preventing them from attending work 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Staff will be deployed in order to mitigate risks - ie those with increased risk will be deployed on kitchen duties, or outside. For those staff in the highest risk category, we will determine whether it is safe for them to return to work, or if they need to remain furloughed, until the risk subsides. • We have bank staff available to cover where necessary, but will offer training and protective equipment as required to reduce the risk of infection for staff and help to alleviate anxiety levels. 	<p>L</p> <p>L</p>
Children	<ul style="list-style-type: none"> • Children with EHCP • Children unable to follow guidance • Early years children not able to understand that they can't mix with other groups within the setting - this may be a particular issue with siblings attending • Member of a group becoming unwell, with symptoms of Covid19 	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Discuss with parents, whether or not it is safe for these children to attend the club at this time. If it is safe then individual risk assessments will be undertaken and appropriate support measures will be implemented. • Use child friendly approaches to explain the need to follow guidelines - eg glitter germ activity to promote good handwashing techniques. Discuss with parents, to ensure that rules are reinforced at home. If the child is still unable to follow the guidance, we may have to withdraw their place at the club. • Where possible, Early Years children will be located in a separate area, to limit the possibility of them mixing with the older children. • If this happens, the child with symptoms will be separated from the rest of the children and their parents will be contacted to collect them immediately. Ideally the child should be kept in a well-ventilated 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

	<ul style="list-style-type: none"> Protecting vulnerable children Children not remaining in their allocated groups Risk of infection when parents sign children in and out of the club Staff not accessing testing services, if they are symptomatic 	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>location. If the member of staff caring for this child is not able to maintain a distance of 2 metres, then personal protective equipment should be used – eg disposable apron, mask and gloves. These should be disposed of following government guidelines. When the child is sent home, they will be advised to self-isolate and to arrange for a test, via the internet at NHS.UK or by phoning NHS 119</p> <ul style="list-style-type: none"> A separate risk assessment will be undertaken in conjunction with the parents, before deciding if these children are safe to attend the club. Rooms will be separated as effectively as space will allow, but if a child repeatedly fails to stay within their group, we may ask parents to remove them from the club, and withdraw the child’s place for future sessions A member of staff will sign children in and out Staff will all be given details of how to access testing services and will be advised not to come to work if they are symptomatic. If they do arrive at work, displaying symptoms of Covid19, they will be asked to go home and self-isolate for 7 days, or until the symptoms have gone. 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
Provision of food	<ul style="list-style-type: none"> Spreading Covid19 during food production 	<p>M</p>	<ul style="list-style-type: none"> Kitchen facilities comply with the latest Covid19 guidance to reduce the risk of infection and contamination. Food that is produced on site complies with Covid19 health and hygiene guidance 	<p>L</p>

	<ul style="list-style-type: none"> • Staff understand the need for enhanced hygiene measures • Proximity of children at snack time and risk of contamination of free to access foods 	M	<ul style="list-style-type: none"> • All Staff have undertaken training to help them meet the increased risks presented by Covid19 • Snacks will be taken in rotation, to prevent children from sitting too close together. Children will no longer be able to help themselves to foods during snack time unless they bring their own snack to the club. A member of staff serve the food to the children. 	L
Communications	<ul style="list-style-type: none"> • Parents, delivery drivers and other persons using/visiting the setting not understanding the revised procedures at the club 	M	<ul style="list-style-type: none"> • Posters will be displayed at entry points to highlight the changes we have implemented. Newsletters will be sent to parents, specifying changes to procedures 	L
	<ul style="list-style-type: none"> • Failure to provide effective communication for staff and parents • Parent aggression due to anxiety and stress 	M	<ul style="list-style-type: none"> • We will update our website, and Facebook page frequently, if new arrangements are implemented. We will provide regular newsletters for parents and update a noticeboard, to keep parents up to date with events at the club. Staff will have regular meetings and briefings to ensure that they are kept up to date • We will aim to reduce this by keeping parents well informed, but should the situation arise, we respond in a calm and controlled manner in order to de-escalate the situation 	L

*High / Medium / Low

To reduce the spread of infection you should:

- Wash your hands regularly, using soap and water, for at least 20 seconds
- Use hand sanitiser, only if soap and water are not available,
- Use tissues, when sneezing or coughing and put them in the bin straight after use
- If there are no tissues, use the crook of your arm
- Avoid touching your eyes, nose and face
- Clean and disinfect regularly touched surfaces and objects
- Maintain social distances, especially if someone appears to be unwell
- Do not attend the setting for 14 days, if you have been in contact with someone who has symptoms of Covid19