



COVID-19 Risk Assessment

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures		<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice All staff and parents are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy All staff have regard to all relevant guidance and legislation including, but not limited to the guides on the last page of this document Staff undertake any necessary training that helps minimise the spread of infection, e.g. Prevent COVID-19 and Infection prevention and control https://www.virtual-college.co.uk/resources/free-courses The setting keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE; NHS; Department of Health and Social Care; PHE, Out of School Alliance, Ofsted Parents are made aware of the company's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to the setting if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call head office to inform the setting of this and that they will be 				



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		<p>following the national Stay at Home guidance.</p> <ul style="list-style-type: none"> The Confidentiality Policy is followed at all times – this includes withholding the names of staff, children and their family with either confirmed or suspected cases of coronavirus. 				
Implementing social distancing		<ul style="list-style-type: none"> Smaller groups are organised in line with current guidelines The environment is organised to maintain space between activities and the outdoor space will be used as much as possible Unnecessary items are removed from the setting where there is space to store it elsewhere Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed H/C Bubble groups are kept together and children are in the same groups each day and the different groups are not mixed during the day, also subsequent days where possible but dependent on bookings The same staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; The use of head office is staggered to limit occupancy, work at home options discussed 				
Hygiene practice		<ul style="list-style-type: none"> The COVID-19: cleaning of non-healthcare settings guidance is followed; Surfaces that children and staff are touching, such as toys, books, tables, chairs, doors, sinks, toilets, light switches, are cleaned more regularly than normal; All adults and children are told to: <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly; clean their hands on arrival at the setting, before and after eating, 				



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		<p>between activities and after sneezing or coughing;</p> <ul style="list-style-type: none"> - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <ul style="list-style-type: none"> • Help is available for children who have trouble cleaning their hands independently and all children given clear guidance • Younger children (Age 4-7) are encouraged to learn and practise these habits through games, songs and repetition • Bins for tissues are emptied throughout the session • Play equipment in communal areas will be cleaned between uses and not used simultaneously by different groups; • All spaces are well ventilated using natural ventilation (opening windows) • Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; • Posters are displayed throughout the setting reminding staff and children to wash their hands, e.g. when entering and leaving the setting. • Children wash their hands with soap before and after snack times and lunchtimes (H/C) for no less than 20 seconds. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use. • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets, kitchen areas and play areas. • Groups will have designated toilet areas, these will be cleaned regularly throughout the session. 				
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		<ul style="list-style-type: none"> • Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers used instead. • Children do not share cutlery, cups or food. Staff will need to prepare breakfast and after school club snack without child assistance. 				
III Health		<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any child who displays signs of being unwell is immediately referred to the designated member of staff. • Children displaying symptoms of coronavirus do not come in to contact with other children and as few staff as possible, whilst still ensuring the child is safe. • Staff call for emergency assistance immediately if the child's symptoms worsen. • The parents of an unwell child are informed as soon as possible and asked to collect the child promptly. • Where contact with a child's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell children who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell children who need to go home are thoroughly cleaned once vacated. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. 				



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		<ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. children's paracetamol, is administered in accordance with the Administering Medications Policy. 				
Spread of infection		<ul style="list-style-type: none"> Sign in / out of children will be done via use of Ipads by staff which minimises contact / touching of pens / tables etc Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance Children are encouraged to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in specific bins. Children clean their hands after they have coughed or sneezed. Parents are informed via email not to bring their children to the setting or on the setting premises if they show signs of being unwell. Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to the setting or in line with current Government guidance Children will be reminded throughout the session to be aware of social distancing measures 				
Management of infectious diseases		<ul style="list-style-type: none"> Staff are vigilant and report concerns about a child's symptoms to Nick, Company owner and Nicky, Operations manager and the school (term time setting). Ensure staff have the most up to date contact details of senior leadership team. The setting is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible 				



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		<ul style="list-style-type: none"> The routine is adapted to stagger play and (H/C) lunch times 				
Parental Engagement		<ul style="list-style-type: none"> Parents are told that only one parent can drop off and pick up from the setting Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) Parents are told that they cannot gather at entrance gates or doors, or enter the site building (unless by prearranged appointment / individual need) 				
Communication		<ul style="list-style-type: none"> Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Staff report immediately to Nick, Company owner and Nicky, Operations manager about any cases of suspected coronavirus, even if unsure Nick, Company owner or Nicky, Operations Manager will contact the relevant authority about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education helpline Settings work in partnership with the school if there are any specific recommendations for their setting from Public Health England Setting keeps parents adequately updated about any changes to infection control procedures as necessary Staff are briefed on the additional cleaning requirements and agree additional hours to allow for this if needed 				



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Emergencies		<ul style="list-style-type: none"> • All children's emergency contact details are up-to-date, including alternative emergency contact details, where required. • Children's parents are contacted as soon as practicable in the event of an emergency. • Children's' alternative contacts are called where their primary emergency contact cannot be contacted. • The setting has an up-to-date Accident and Incident Policy/illness or injury policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 				
Mental health & wellbeing		<ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff, children and their families during the Coronavirus outbreak and will offer whatever support they can to help Reference https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress • Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time https://www.mind.org.uk/information-support/for-children-and-young-people/coronavirus/coronavirus-and-your-wellbeing/ 				



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Preventing and Managing Sickness: Information for staff, children and parents

We have currently increased precautions in place to ensure effective the prevention of the spread of illness.

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
 - ✓ always wash your hands when you get home or into work
 - ✓ use hand sanitiser gel only if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
 - ✓ put used tissues in the bin straight away and wash your hands afterwards
 - ✓ try to avoid close contact with people who are unwell
 - ✓ wear clean clothes each day
- X do not touch your eyes, nose or mouth if your hands are not clean





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This document is for use at the summer holiday clubs and the breakfast and after school clubs as a 'protective measures' risk assessment for our settings that in response to the Government's phased return / full return plans. This tool will be useful as we undertake recovery planning around a range of 'protective measures' for the Summer and Autumn Term and until further notice

It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

<https://www.nspcc.org.uk/keeping-children-safe/coronavirus-advice-support-children-families-parents/>

The Department for Education coronavirus helpline is now available to answer questions about COVID-19 relating to education, childcare and children's social care. Staff, parents and young people can contact this helpline as follows: Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm (Monday to Friday)

If you think you might have coronavirus or you've been in close contact with someone with coronavirus ring NHS 111.

Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details