

Risk Assessment

Responsible Person or person having control of the premises:

The Gap Club Ltd – Rekha Bassi (Director)

Address of premises:

Gap Club summer Camp @ Staines
Staines Preparatory school
Gresham Road, Staines. Tw18 2BT

Risk Assessment Activity:

Assessment of: Working practices – All Settings and Head Office __
This risk assessment should directly address risks associated with Coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children/staff /parents and all service users.

Name of Reviewer/ Assessor:

Rekha Bassi

Position of Reviewer/ Assessor:

Health & Safety Officer

Date of Review/risk assessment:

Jun-2020

Date of previous risk assessment:

Date of assessment review:

Ongoing

Overall Level of risk, (High, Medium, Low)

Medium

Name of & Signed by assessor:

Rekha Bassi
Alex Kear-Hill (9/7/2020)

Risk Assessment

Risks Contents

1	Movement of persons around the building	3
1.1	Entrance and exit to childcare setting causing people to congregate compromising social distancing	3
1.2	Travel and outings	4
1.3	Increased Numbers during breaks and lunchtimes compromising social distancing	4
1.4	Inadequate social distancing measures leading to spread of the virus	6
2	Children On Site.....	6
2.1	Hygiene/ Movement and Well being	6
2.2	Children with EHCP or Vulnerable children	7
2.3	Vulnerable groups who are clinically, extremely vulnerable.....	7
2.4	Vulnerable groups who are in the clinically vulnerable category.....	8
2.5	Children unable to follow guidance.....	8
2.6	Child or staff becoming ill in a bubble group	9
3	Provision of FOOD	10
3.1	Kitchen facilities/ staff and practice comply to Covid-19 to extra precautions to limit infection spread.....	10
4	Communications with Parents and Others	11
4.1	Parents/ contractors/ service users/ staff / visitors	11
4.2	Parent Confidence and Peace of Mind booking into TGC.....	12
5	Staff.....	12
5.1	Staff symptomatic of Covid.....	12
5.2	Staff tested positive for Covid-19.....	13
5.3	staff knowledge -to reduce the transmission of disease.	14
5.4	staff movement and safer working practice to comply to social distancing.....	15
5.5	Ventilation and use of outdoors to reduce spread	16
5.6	Management of waste to reduce spread	16
5.7	Insufficient staff capacity to deal with increased numbers of children – Shortage of staff to maintain EYFS ratios	16
5.8	Anxiety or concern by members of staff returning to work.....	17
6	Cleaning and Infection control	17
6.1	Unwashed hands.....	17
6.2	transmission by air.....	18
6.3	transmission by surfaces.....	19
6.4	transmission between home and work by staff and children	20
6.5	Shared resources and equipment – increasing spread.....	21
7	Premises	21
7.1	Changes to Building use- access/ entry points/ areas of use./ markings	21
7.2	Fire procedures due to adaption of setting	22
7.3	water hygiene – management of legionella	22
7.4	Activity Planning and hygiene of resources for children – to reduce risk of transmission	22
8	RISK INFORMATION & DEFINITIONS	24

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done	
			L	S	R	Risk Rating				
1 Movement of persons around the building										
1.1	Entrance and exit to childcare setting causing people to congregate compromising social distancing	<p>Staff Parents Children Visitors All Service Users</p> <p>Coronavirus is a Virus Microbe – spread through direct and indirect transmission (physical contact with surfaces and via droplet contamination through close proximity)</p>	<p>Collection</p> <ul style="list-style-type: none"> -Designated collection point /club. Collection point - outside main building, no entry into setting - Social distancing measures and physical boundaries. One way in, One Way Out -ensure one metre around the front entrance and between in and out entrance / exit paths to allow for safe passing. -possible restriction on number of parents collecting at same time with staggered collection times -adherence to social distance markings. (2m apart) -Information sent out to parents prior to start- bubble point, bubble times - Entrance to club prior to collection time, call Club phone number and wait at main entrance, -Posters/ banners / Information directing parents/ carers on infection control and Covid -19 Secure club practice and measures on display. -Recommended consistent regular / known parent (one parent) to collect to reduce number of people on premises. -Covid-19 Response Pack including risk assessment, standard operating procedure, and Infection Control policy on website -Children’s bags/ coats/ belongings/ artwork at Collection point -reception desk – hand sanitizer, wipes, thermometer, gloves, pen in plastic wallet if need (for accident / medical forms), lidded bins. - if paperwork needs to be handled in emergency/ critical situations then: <ul style="list-style-type: none"> *parents’ and staff to hand sanitize their hands before touching paper *wear gloves 	2	3	6	Low	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july		

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		*use pen to sign *pen will be wiped clean by staff *gloves(all) disposed of in lidded bins							
1.2 Travel and outings	Staff Children Visitors	No trips allowed If leaving the premises is necessary, inform lead manager, ensure hands are washed before leaving and sanitised and washed on return Staff are asked to eat lunches on site. If possible do not use public transport to and from work. If necessary – you must wear a face mask which disposed of at club in Covid bins or if reusable placed in a plastic bag in staff belongings. Hands washed after.	1	2	2	Very Low			
1.3 Increased Numbers during breaks and lunchtimes compromising social distancing	Staff Children	Keep to small daily groups (a bubble), with no more than 8-10 *children per small group and adhere to the EYFS ratios. Government guidance (02/07) bubble sizes can be 15 for year 1 upwards but as far as possible be small and consistent. Nursery and Year R– government guidance on 02/07, advise that bubbles are no longer required as this group are considered to have the lowest risks. *Staines Prep Summer Camp (dependent on building/room size) – bubble sizes will aim to be 8-10, St Jude’s CofE – 15/16, keeping to EYFS ratios. 2 staff / bubble for St Jude’s Activities / tables to be spaced as far apart as possible. Set up of bubble rooms as far as possible will be to ensure access to outside space is free flow (times to be staggered) and that age appropriate equipment and resources are placed in rooms. Bubble rooms /groups will not be able to mix indoors and outdoors and use of communal space eg hall will be staggered so that no more than 1-2 bubbles in	3	3	12	Medium	Encourage staff to be sensible about breaks, to ensure they remain in one place during lunch and do not allow bubbles to cross. AKH		

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		<p>zoned /divided sections of hall will be present, e.g two bubbles indoors, two bubbles outdoors.</p> <p>Outdoors areas will be zoned for individual bubbles and their use staggered to reduce movement around the setting</p> <p>Staggered lunchtimes in bubble groups with hand washing stations, tables kept apart. Supervised by HCM/ out of ratio. Children was hands before and after.</p> <p>HCM to supervise lunches in socially distanced manner without entering a bubble. If direct care is required at lunch for any reason, the key worker from that bubble will be recalled to attend. First aid – HCM to attend to needs outside of bubble. PPE will be worn.</p> <p>Lunch to be eaten as much as possible – outdoors with additional staff to supervise.</p> <p>Cleaning of tables, chairs, all surfaces / areas etc between uses by different bubble groups.</p> <p>Playtimes- supervised by bubble keyworkers and /or HCM. Children in bubble zones at playtime maximising distance apart and playing with resources that belong to that bubble group or that have been rotated as ‘clean stock’ Cleaning stations outside. First Aid station Outside.</p> <p>Rooms divided up to keep groups separate, using tables and floor markings to denote separate areas. Hallways marked up to denote one-way flow and limit overcrowding.</p>							

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done	
			L	S	R	Risk Rating				
1.4	Inadequate social distancing measures leading to spread of the virus	Staff / Children / Parents	As far as possible maintain consistent small bubbles organised prior to opening. and reviewed throughout. . Each bubble should retain the same staff across week/s, no mixing of groups e.g. lunch, playtime. Follow Gov.uk guidance at all times. Guidance used: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak	3	3	9	Low	All staff, visitors and families need to adhere to NHS Track and Trace and government restrictions. AKH		
2 Children On Site										
2.1	Hygiene/ Movement and Well being		Children booked into bubbles based on priority booking guidelines. Allow children to be with friendship groups if possible. Follow Government Guidance Ensure contact details of ALL children are accurate Ensure children follow good hygiene and infection control through games, songs, adult led support and guided learning. Wash hands at regular frequent intervals and for 20 seconds Catch it bin it kill it approach – ensuring good respiratory hygiene Individuals who have symptoms of Covid-19 or are unwell or members of their household or have been told to self-isolate by NHS Test and Trace stay away from the setting. Enhanced cleaning schedules which can be supported in a fun way with the children ensuring all areas are regularly and effectively cleaned.	3	3	9	Low	This risk is likely to be far less once the club is established and up and running. Personal responsibility of all adults to follow government guidelines will allow the risk to become much lower. AKH		

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done	
			L	S	R	Risk Rating				
		<p>Minimise mixing and contacts by adapting and altering environment and timetable.</p> <p>Information posters (child friendly) on site to promote adherence</p> <p>EYFS coronavirus disapplication's can be implemented if and when needed.</p> <p>Ensure practitioners are aware and alert to any signs of emotional or wellbeing distress and especially if a child starts to feel unwell – they MUST contact lead manager.</p> <p>Staff perform safe and well-meaning conversations with child/ren to assess need/ areas of concern.</p>								
2.2	Children with EHCP or Vulnerable children	Children/ staff	<p>Complete risk assessment prior to agreement to attend TGC</p> <p>Discuss with parents whether or not it is safe for children to attend the club, appropriate measures to be put into place post assessments.</p>	2	2	4	Very Low			
2.3	Vulnerable groups who are clinically, extremely vulnerable	Staff/ children	<p>Parents should follow medical advice if their child is in this category or if there is someone within their household who is in this category:</p> <p>Setting to follow relevant guidance:</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>If a child is in the extremely vulnerable category (shielding letter seen) we will ask them not to attend the provision</p> <p>Staff will be deployed to mitigate risk- if a vulnerable member of staff is required to work we will assess work place duties to mitigate risks.</p>	3	3	9	Low	<p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p>		

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
2.4 Vulnerable groups who are in the clinically vulnerable category	Staff/ children	<p>Gov.uk current guidance will be followed:</p> <p>Managers will have already conducted return to work assessments of all staff with an identified list of vulnerable employees, however depending these conversations and re-assurance to staff on safe practices/ needs of business, social distancing and hierarchy of controls, vulnerable employees may be required to work. Risk assessment will be in place. Pregnant workers will not be asked to work and be required to self-isolate at home.</p>	3	2	6	Low	<p>Risk assessments to be taken of staff in vulnerable category:</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#parents-and-schools-with-clinically-extremely-vulnerable-children</p> <p>https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</p>		
2.5 Children unable to follow guidance	Staff/ children	<p>Ensure that the same staff are assigned to bubble group.</p> <p>Some children will need additional support to follow these measures.</p> <p>All policies relevant to Covid-19 have been updated e.g. Behaviour, Health and Safety, Safeguarding, Staffing.</p>	2	2	4	Very Low			

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
2.6	Child or staff becoming ill in a bubble group	Staff/ Children / Community	3	3	9	Low	<p>Ensure PPE stocks are sufficient for entire programme</p> <p>All staff and families to continue to follow government guidance and NHS Track and Trace.</p> <p>If anyone feels unwell then ensure they follow the procedures in place. AKH</p>		

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		<p>Workplace will be decontaminated following uk government guidance and hygiene practices. Deep cleaning will take place of isolation room, bubble room, and communal areas.</p> <p>Managers will evaluate risks daily and update all staff.</p>							
3 Provision of FOOD									
3.1	Kitchen facilities/ staff and practice comply to Covid-19 to extra precautions to limit infection spread.	<p>Follow food safety hygiene and government guidance: https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses?utm_source=7393b16c-024b-4fb1-ab7f-450570e14cb3&utm_medium=email&utm_campaign=gov-uk-notifications&utm_content=immediate</p> <p>Follow health and safety policies and procedures.</p> <p>Staff preparing and serving food will have the appropriate Level 2 Food Hygiene Training.</p> <p>Food Deliveries delivered in slot times and delivered to outside of premises. Cleaned and wiped before entering premises. Staff to wash hands before and after.</p> <p>We operate in a 'nut-free' environment and recommend balanced healthy lunches.</p> <p>No snacks will be served.</p>	2	2	4	Very Low	With the exception of preparing a water jug or storing fruit, the kitchen will not be in use. This risk can be kept very low if only HCM enters the kitchen. AKH		

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done	
			L	S	R	Risk Rating				
4 Communications with Parents and Others										
4.1	Parents/ contractors/ service users/ staff / visitors	Staff/ children / All	All users advise not to enter the premises if they are unwell and showing signs of Covid-19 – see above.	2	1	2	Very Low			
			Re-arranged calls/ visits only							
			TGC- Contact details on all TGC literature/ social media and at all entrance / exit points.							
			Parent contact and emergency details MUST be up to date. A second local contact must be recorded.							
			The building will be secure and closed to everyone after drop off – 8.30am. Only necessary maintenance worked agreed with school facility managers will be allowed.							
			No other clubs/ evening users will be permitted at the school venues whilst the summer camps are on site.							
			Any staff not on site, will be working from home or our Covid-secure office.							
			Staff to have daily de-briefs – use daily notice board.							
			Parents- notice board/ wallet - outside each bubble area.							
			Updates on website and Facebook pages plus email packs to parents.							

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
4.2 Parent Confidence and Peace of Mind booking into TGC	Parents	Any anxiety, concerns, stress should be alleviated by regular communications from TGC, one to one calls (video link if necessary) and by providing comprehensive Covid-Secure literature from TGC.	2	2	4	Low			
5 Staff									
5.1 Staff symptomatic of Covid	Staff/ Setting/ Child	<p>Gov.uk guidance followed:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Follow Sickness Policy. If symptoms confirmed by NHS111, staff will be off sick for 14 days. They and members of their household must self-isolate. Staff must get tested using priority testing for essential workers.</p> <p>Colleagues who have had direct contact with symptomatic employee will be made aware and advised to follow NHS guidelines online.</p> <p>Workplace decontamination in affected areas will follow following gov.uk guidelines on cleaning in non-healthcare settings.</p> <p>NHS 111 online provides advice on what to do if self-isolating (stay at home advice)</p> <p>Managers will keep in regular contact with employees who are self-isolating checking in on their wellbeing and to be of general support.</p>	3	3	9	Low			

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
5.2 Staff tested positive for Covid-19	Staff/ children/ community/ setting	<p>A positive confirmed case of Covid-19 will result in the company and staff member being involved with PHE and their risk assessments. Contact tracing information will be supplied to advise on the workplace decontamination. Closure advice will be guided by PHE.</p> <p>If staff member is in setting – immediately asked to move to isolation area. Lead manager looking after confirmed case to wear PPE.</p> <p>Ring 999 if condition worsens.</p> <p>PHE, Surrey Early advisors will be contacted for advice and to inform them of confirmed case. TGC will follow procedures set out by PHE. Contact tracing will begin.</p> <p>Staff member needs to self- isolate at home for 7 days. If tested positive, follow Gov.Uk:</p> <p>If someone tests positive, they should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p>	3	4	12	Medium	<p>RIDDOR and OFSTED informed</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874011/Stay_at_home_guidance_diagram.pdf</p> <p>NHS Test and Trace, local area procedures and national framework should be followed. AKH.</p>		

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		<p>Other members of their household should continue self-isolating for the full 14 days.'</p> <p>Workplace decontamination and cleaning of areas and stock to take place immediately in all areas where staff member was working.</p> <p>All individuals who have been in close direct contact with confirmed case will need to self- isolate for 14 days.</p>							
5.3 staff knowledge -to reduce the transmission of disease.		<p>Qualification requirements as per EY register will be met bearing in mind current EYFS disapplication.</p> <p>All staff to have completed Covid-19 training, infection control training, safeguarding, and all other training that has been set by TGC (e.g. food hygiene, Senco, mental wellbeing, etc) dependent on role and need.</p> <p>Communication channels regular and open – for eg. First aid arrangements/ cleaning stations/ stock rotation/ stock within bubbles/ bubble structure/ all aspects of running an adapted summer camp. By induction material /packs, calls, covid-19 response pack and mentoring by senior team members.</p> <p>Covid-19 response Pack issued to all</p> <p>Virtual team meetings to all staff to take place wc 06/07 to ensure all staff understand literature supplied and for Q&A. On site inductions cannot take place however seniors</p>	3	2	5	Low	https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications		

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		<p>managers are present for onsite during sessions and set up to support, mentor and supervision (MBWA)</p> <p>TGC priority is to ensure a safe and secure practice. Staff rota will be organised to ensure that in each session meets qualification requirements / staffing ratios/ paediatric first aid and safeguarding lead requirements. Senco leads will be onsite.</p> <p>Daily dynamic risk assessments with remedial action taken.</p> <p>All employees to raise concerns and improvements direct with HCM daily. Avoid using unnecessary paperwork.</p> <p>Review policies and procedures regularly.</p>							
5.4 staff movement and safer working practice to comply to social distancing	Staff / Children/	<p>Avoid workplace unnecessary gatherings. Chairs and tables kept apart. Staff to observe social distance when at lunch-only two staff at lunch at a time or take breaks outdoors.</p> <p>Staff to bring in own food/ drink and reduce the amount of direct transmission in communal areas by not sharing equipment. Staff to have their own utensils eg mugs or use provided disposable mugs if equipment use is necessary.</p> <p>All communal areas must be subject to enhanced cleaning programme and all areas cleaned after use for future users</p> <p>Staff – rota to ratio only. Only super -numery manager and lunch support staff in as extra / day. Lunch cover in from 11.30-1.30 daily.</p>	3	3	9	Low	So long as a team all staff follow guidance this risk is much less.		

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
5.5	Ventilation and use of outdoors to reduce spread	<p>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</p> <p>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air.</p> <p>Use of outdoors planned into curriculum as much as possible including having lunch outdoors.</p>	3	2	6	Low			
5.6	Management of waste to reduce spread	<p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</p> <p>Follow government guidelines on the disposal of waste.</p> <p>Waste place into bins with lids -normal waste can go into general waste bins. Bins emptied regularly throughout day to reduce waste build up.</p> <p>Waste tissue from symptomatic or confirmed cases: to be placed in double bagged bags for 72 hours and then placed in general waste</p>	3	2	6	Low	Staff to watch: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures		
5.7	Insufficient staff capacity to deal with increased numbers of children – Shortage of	Capacity at summer camps is capped to ensure full and relevant staff are in place.	2	3	6	Low			

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
staff to maintain EYFS ratios									
5.8 Anxiety or concern by members of staff returning to work		<p>Ensure all literature disseminated to all staff prior to returning to work</p> <p>One to one call with managers to ensure staff are aware of new adapted safe practice, adjustments to routine, pattern of working, expectations of staff and general running of setting, especially extra infection control and staggered use of resources and equipment as well as bubble structures.</p> <p>Staff agreement and all documentation issued to staff prior to start</p> <p>Involve staff in the safe practice and running of setting so that they are well informed and secure in knowledge of the parameters in which they need to work and will be able to influence upwards and improve the experience for all especially the children.</p> <p>Additional training provided and expected of staff before starting work</p>	2	2	4	Low	Review by SLT regularly		
6 Cleaning and Infection control									
6.1 Unwashed hands		<p>Follow cleaning and hygiene procedures set out in SOP.</p> <p>Wash hands more frequently for 20 secs, as many times as necessary and between activities.</p>	3	3	9	Low	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings		

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		<p>Ensure activity programme allows time for appropriate good techniques for hand washing</p> <p>Hands must be dried thoroughly with disposal kitchen towels/tissues. Waste placed in normal bins.</p> <p>If sinks are inaccessible or being used for hand washing, ensure plenty of hand sanitizer in rooms to maintain hygiene and cleaning protocols.</p> <p>Stagger regular access to hand washing stations/ sinks.</p> <p>Extra help should be made available for children who cannot wash their hands independently</p> <p>Ensure children visit toilet regularly.</p> <p>1-2 children at a time taken to toilet to limit the number of children who use the toilet facilities at one time</p> <p>Where possible different toilets should be used by each bubble group.</p> <p>Toilets should be cleaned after each use encourage one in , one out.</p>					<p>use training videos for children :</p> <p>https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus or glitter Germs activity.</p>		
6.2 transmission by air	Staff / children / visitors	<p>Cover mouth, nose with disposable tissue when cough/ sneeze. Dispose of tissue into lidded bin. Wash hands</p> <p>If no tissue, cough/ sneeze into crook of elbow.</p>	3	3	9	Low	<p>Face masks must:-cover both nose and mouth, not be allowed to dangle around the neck, not be touched</p>		

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done	
			L	S	R	Risk Rating				
		<p>Pre- existing medical ailments will be identified by parents prior to start of programme and recorded by TGC e.g. hayfever.</p> <p>Follow Government Guidance:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</p>					<p>once put on, except when carefully removed before disposal-be changed when they become moist or damaged, be worn once and then discarded , hands must be cleaned after disposal</p> <p>Staff or children wearing facemasks on entry to setting must place their masks in their own plastic bag and put in their belongings. Then wash hands.</p> <p>PPE will be supplied to staff</p> <p>Additional face masks are available should a staff member wish to wear them</p>			
6.3	transmission by surfaces	Staff/ children/ visitors/ all users	Frequently touched equipment and touched surfaces – cleaned regularly throughout day and end of day	3	3	9	Low	Audio books have been purchased to support children’s reading and learning and in quiet times.		
			No sharing of resources between bubbles							

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		<p>Play equipment and toys must be cleaned thoroughly throughout day and end of day before next bubble can use with authorised cleaning fluids. Rotation of 72 hours recommended if stock in use/ not cleaned.</p> <p>No toys/ equipment brought into setting.</p> <p>Remove unnecessary items (e.g. that cannot be sanitised easily) from rooms and other learning environments where there is space to store it elsewhere. Minimise stock in rooms.</p> <p>Remove items that cannot be easily cleaned such as soft toys.</p> <p>Water & messy play needs to be single use only, provide each child with their own tray, which is cleaned after use.</p> <p>Minimal use of books which can be wiped with anti-bacterial spray or wipes.</p> <p>Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</p> <p>Children with intimate care needs will continue to have their care needs met. Staff will use their usual PPE equipment</p>					<p>Ensure sufficient supplies of cleaning materials and stock available at all times and also factor in additional time required for deep cleans/ end of day cleans</p> <p>Coshh checklists available</p> <p>Cleaning products in cleaning stations in rooms not placed at child height</p>		
6.4	transmission between home and work by staff and children	Staff/ children/ families/ community	Good hygiene practice to be followed.						
			Fresh clean clothes to be worn daily. Shower daily	3	3	9	Low	Please follow government guidelines. AKH	

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done			
			L	S	R	Risk Rating						
		<p>Hair tied up before arrival at setting.</p> <p>Minimise jewellery</p> <p>Limit personal possessions in daily except for change of clothes bag on first day and on subsequent days if replenishment is required.</p> <p>Phones in mobile phone tin.</p>										
6.5	Shared resources and equipment – increasing spread	Children/ staff	Prevent the sharing of stationery and other equipment where possible.	Enhanced cleaning regimes.	Limit use of equipment staff to sign children in and out. Tablets only with HCM – who will sign children in/ out	3	3	9	Low	Staff to clean any pens or equipment shared as part of day to day practice with hand sanitizers after every use.		
7 Premises												
7.1	Changes to Building use-access/ entry points/ areas of use./ markings	Staff/ children/ visitors/ service users	<p>Risk assessments reviewed in conjunction with school risk assessments to ensure control measures remain suitable and in place.</p> <p>Update risk assessments and policies to include coronavirus (COVID-19) and create a Covid -19 risk assessment and SOP that captures all necessary changes</p> <p>Normal planning and layout will change and adapt to ensure we are Covid-Secure e.g. consider zoning/ stagger times for breaks/ lunch/ use of equipment/ outdoor space and FIRE safety and safe evacuation routes.</p>			3	3	9	Low			

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
7.2 Fire procedures due to adaption of setting	Staff/ visitors/ children/ service users	<p>Fire procedures reviewed taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</p> <p>Confirmation from facility managers – on the testing and monitoring are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p>	2	2	4	Very Low	<p>Check facility managers- checked 06/07 – no change</p> <p>Room dividers used for zoning will not obstruct movement and space and access to fire exit in case of emergency.</p>		
7.3 water hygiene – management of legionella	Staff / setting / children	<p>Facility manager confirmation that testing for regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening.</p> <p>All school venues that are being used for summer camps have been open throughout lockdown.</p>	2	3	5	Low	Check facility managers- checked 06/07 . Fully compliant		
7.4 Activity Planning and hygiene of resources for children – to reduce risk of transmission	Staff/ children	<p>Activity programme/ routine / spaces of use and stock adapted to ensure:</p> <p>- greater outdoor play and learning, adapted indoor programme to promote greater social distancing between children and independent play and learning.</p> <p>Soft furnishings, soft toys and intricate toys removed that cannot be cleaned easily.</p>	2	2	4	Very Low	<p>Cleaning station / bubble, outside the reach of all children</p> <p>Belt clip for a staff – with sanitizer and wipes.</p>		

Risk Assessment

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		<p>Resources and equipment to be kept to a minimum, furniture in rooms reduced and stock rotated if unable to be cleaned every 72 hours. Quarantine stock room and clean stock room available for use.</p> <p>All toys and equipment cleaned during session, and at the end of sessions.</p> <p>Stock/ toys from home not encouraged, and if in exceptional circumstances this is necessary then cleaned and placed in sealed named plastic bags.</p>							
Insufficient first aiders	Staff/ children	<p>-first aid / bubble boxes created with additional supplies placed away from child's reach</p> <p>-one first aider / bubble. All first aiders are certified paediatric trained. 12 hour.</p> <p>-HCM – Qualified first aider</p>	2	2	4	Very Low			
New Practice will not be maintained	Staff/ children/ Stakeholders	<p>-adapted Holiday club practices e.g Health and Safety Checklist, Detailed Cleaning Schedules, Adapted Holiday Club manager Checklists,- new practices will be maintained. This will ensure staff are able to adopt new safe practices.</p> <p>New staff will be recruited to ensure we can meet demand. All staff will be Covid-19 trained before starting their first shift.</p>	3	3	9	Low			

Parent Information:

https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak?utm_source=f45a51c7-d8ea-49b1-90be-5e11028a3151&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

We value the input of all stakeholders in forming this action plan, and are grateful to all for their contribution our re-opening plans.

8 RISK INFORMATION & DEFINITIONS

Risk Assessment Information

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk.

Our Health & Safety and Employment Law Partner Citation says: *“Risk rating allows you to identify the level of risk and prioritise your actions, as well as identify how your control measures have reduced a risk further. That doesn’t mean that you only consider the higher risk – you should be reducing the risk to as low as reasonably practicable across the business. It is easy to become focussed on ‘scoring’ a risk assessment – you should be mindful when completing a risk assessment that the focus is on the hazards and control measures in place – the scoring is then just a reflection of how well those hazards can be controlled.”*

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: $L \times S = R$.

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as ‘1’ due to the low frequency of the activity being performed. However as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a ‘4’, Using the calculation we multiply $1 \times 4 = 4$. This produces a ‘Very Low’ Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to ‘5’, reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at ‘4’. Again using the calculation we multiply $5 \times 4 = 20$. This returns a Risk Rating of High on the Risk Rating Key.

Likelihood	
Rating	Guide words
1	Extremely unlikely
2	Unlikely
3	Likely
4	Extremely likely
5	Almost certain

Severity	
Rating	Guide words
1	No/Minor harm
2	Moderate harm
3	Serious harm
4	Major harm
5	Catastrophic

Risk Assessment

RISK SCORE CALCULATOR						
	Severity					
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Score → Risk Level Rating		
Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
16-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.

Risk Assessment

21+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.
------------	------------------	---

Definitions:

Risk Assessment	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
Hazard	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
Harm	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
Likelihood	The chance that a hazard realises its potential to cause harm.
Severity	Extent of injury, damage etc.
Risk	The probability of a hazard actually causing harm.
Controls	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.

Reference and useful Links:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

<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/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Risk Assessment

https://coronavirusexplained.ukri.org/en/article/und0008/?fbclid=IwAR1KkZ47NOBrIz9_X_7LUIO4MAPe5VWCKLHIsO3R2xLzL9cMDIEYvjY5bl

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#contents>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19?utm_source=3997615a-0f3b-415a-b3cb-4d88d98c068c&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>