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#### Putney Wraparound Childcare

#### Covid-19 Risk Assessment

Most people who are infected with Covid19 will experience mild symptom such as a cough and a fever but 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 reasonably possible by identifying and implementing measures that will help to keep staff, children and their families safe from infection.

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| Risk assessment conducted by: Gemma Tickel & Bernadette Murphy | Date of risk assessment: 1st September 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 | * Fire safety procedures
* Are changes to the way the building is used safe for children and staff?
* First aid – are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders?
* New practices will not be maintained, which will increase the risk of spreading Covid19
* Waste building up within the building, increasing the risk of infection
* Limited ventilation
 | MMMMM | * Adapted emergency evacuation procedures to allow for separate groups to assemble in different areas outdoors
* We have made sure that all entrances and exits are clear and accessible and that room dividers/physical barriers don’t obstruct movement around the space
* Additional first aid kits have been purchased and distributed throughout the Club for ease of access. We will have at least 2 first aiders present at each session
* We have increased our team meetings and daily environment checks to ensure the new practices are implemented are maintained
* Bins will be emptied several times a day and be disposed of in the external waste management facilities
* Where possible, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection
 | LLL  L L L |
| Movement around the club | * Entrances causing people to congregate, preventing social distancing.
* Overcrowding in room
* Spread of virus due to numbers of people using the setting
 | MHMM | * Implemented a one-way system so people enter and leave by different doors which should prevent bottlenecks forming. We have staggered drop off and collection times to reduce the risk of large numbers of people congregating at the doors and we are using phone calls to notify parents that their children are ready for collection
* Divide up rooms to keep groups separate by using physical barriers and floor markings to denote the separate areas. Hallways have also been marked up with a one-way system to limit overcrowding
* We will restrict numbers, run activities outside as far as possible and keep indoor spaces well ventilated
 | LLLL |
| Cleaning and reducing contamination | * Use of play equipment for groups of children
* Shared resources and equipment increasing the risk of infection
* Handwashing facilities are insufficient for increased needs
* Not enough time for appropriate handwashing
* Children not using suitable handwashing techniques
* 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
 | MHMMMMMMMM | * Children will wash hands before using play equipment and all equipment will be thoroughly cleaned after use
* All play equipment has been divided amongst the groups and will be thoroughly cleaned after use
* Extra hand sanitiser pumps and anti-bacterial wipes have been purchased
* Additional time has been built into the schedule to allow for good handwashing techniques to be adopted
* A member of staff will supervise handwashing. We will also use activities to demonstrate how quickly germs spread and how good handwashing techniques limit this
* Staff will monitor the use of toilets as far as possible during the session. We will encourage children to use a policy of one in, one out
* Frequently touched surfaces such as handles, door plates, light switches, tabletops 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
 | LLLLLLLLLL |
| Staffing | * 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
* Not enough staff to meet the additional cleaning and supervision requirements
* Are staff safe to work – including those with high risk factors, other underlying health factors or with vulnerable or shielding family members, or other increased risk factors – e.g. travelling to work by public transport
* Anxiety levels of staff, preventing them from attending work
 | MMMHM | * Managers will access online Covid19 training and keep up to date with Government guidelines
* Staff will be given training and briefed about the changes and our daily environment checks will be updated to ensure that they don’t get overlooked
* Recruitment process has started to get additional staff to meet the increased needs
* 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 will offer support and protective equipment as required to reduce the risk of infection for staff and help to alleviate anxiety levels
 | LLLLL |
| Children | * 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
* 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
 | MMMHMMMH | * Discuss with parents whether or not it is safe for these children to attend the club at this time. If it is safe, the appropriate support measures will be implemented
* Use child friendly approaches to explain the need to follow guidelines – e.g. 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 room or segregated space 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 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 e.g. 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* A separate risk assessment will be undertaken in conjunction with the parents before deciding if these children are safe to attend the Club
* Room dividers and physical barriers will be used to keep groups separate 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 10 days or until the symptoms have gone
 | LLLLLLLL |
| Transport | * Use of public transport
 | M | * If staff and children have to use public transport, they need to wear facemasks and should use hand sanitiser before entering and upon leaving the transport
 | L |
| Provision of food | * Spreading Covid19 during food production
* Proximity of children at snack time and risk of contamination of free to access foods
 | MM | * 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.
* 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. One member of staff only will serve the food to the children.
 | LL |
| Communications | * Parents, carers and other persons using/visiting the setting not understanding the revised procedures at the Club
* Failure to provide effective communication for staff and parents
* Parent aggression due to anxiety and stress
 | MMM | * Posters will be displayed at entry points to highlight the changes we have implemented. Newsletters will be sent to parents specifying changes to procedures
* We will update our website when necessary if new arrangements are implemented. We will provide regular newsletters for parents and update our noticeboard, which will be situated outside the entrance, to keep parents up to date with daily events at the Club. Staff will have regular meetings and daily briefings to ensure that they are kept up to standard
* We will aim date to reduce this by keeping parents well informed but should the situation arise, we will respond in a calm and controlled manner in order to de-escalate the situation
 | LLL |
| Collecting children from school | * Not being able to social distance at pick up time
* Walking back to the Club
 | MM | * Staff will be vigilant and pro-active in encouraging social distancing. Each year group will be collected separately, taken to our designated pick-up shelter in the playground and kept in their year group and school bubbles if possible.
* Hi-Vis vests will be washed daily and not shared. Hand sanitiser will be used before setting off. Children will walk side by side and paired in siblings, year groups and school bubbles wherever practical to minimise contact.
 | LL |

\*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**