

Poppleton Road OOSC Risk Assessment

Epidemic & Pandemic Diseases COVID19 Operational Return

THIS RISK ASSESSMENT IS TO BE USED IN CONJUNCTION WITH GOVERNMENT, PUBLIC HEALTH ENGLAND & NHS GUIDANCE AND ADVICE.

Area of risk	Possible Hazards	Group of people especially at risk	Controls	Risks which are not adequately controlled. What action would you take where possible to reduce the risk
Premises	Spread of COVID19 & other diseases	Parents, children & Staff	<p>Make setting safe as possible for staff, Children, Parents/Carers.</p> <p>Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks.</p> <p>Keep windows/doors open where possible to ensure good ventilation.</p> <p>All parents/carers to receive a copy of RA and operation plan</p>	
Hygiene Hand washing, cleaning, waste disposal, laundry etc.	Spread of COVID19 & other diseases	Children & Staff	All children and staff must wash their hands upon arrival at the setting.	Stagger ASC pick up to enable children to access the toilets without causing congestion? Use of

			<p>Children and staff members should be encouraged to wash their hands frequently. Children & staff will use paper towels to dry their hands.</p> <p>An enhanced cleaning schedule must be implemented that includes furniture, surfaces, and children's toys and equipment.</p> <p>Communal area, touch points, such as door handles, light switches and hand washing facilities must be cleaned and sanitised regularly.</p> <p>All waste must be disposed of in a hygienic and safe manner. Tissues must be immediately disposed of.</p> <p>All items within the setting requiring laundering must be washed on a high setting.</p> <p>Items such as towels, flannels will not be used.</p> <p>Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</p> <p>Disposable cups, plates and cutlery to be used. Snack will be served by designated member of staff.</p> <p>All letters and forms to be emailed to parents/carers</p>	<p>toilets in pairs, supervised</p> <p>Allocate one member of staff per session dedicated to cleaning /supervision of hygiene. Staff to sign hygiene sheet when done</p> <p>Remove items such as cushions, soft toys dressing up clothes, dolls clothing, etc</p>
Health & Safety & Risk Assessments	Spread of COVID19, infections, diseases, accidents etc.	Staff & children	All activity should be risk assessed and due consideration given to any adaptations to usual practice.	

			<p>This will include the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils.</p> <p>Staff to make sure toilets seats are down before flush to stop aerosol Spreading.</p> <p>Children not to bring items from home such as books, toys, tablets etc.</p>	Add to the hygiene routine
PPE	Spread of infection	Staff, children & parents	<p>Government guidance is that PPE is not required for general use in early years/childcare settings to protect against COVID- 19 transmission.</p> <p>Where staff request PPE, they must adhere to the guidance on safe use and removal of masks.</p> <p>Staff are provided with PPE shoulder bag with items of PPE in to use outside.</p> <p>PPE should continue to be worn as normal for toileting changing and the administration of first aid.</p>	<p>W.H.O adapted guidance on the when and how to use masks.</p> <p>Further information and guidance can be found at www.who.it</p>
Supplies	Spread of infection	Staff & children	<p>The manager & staff should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate safely without essential supplies required for ensuring infection control.</p> <p>A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting.</p>	<p>Order supplies in advance of opening</p> <p>Manager to order restock weekly</p>

			<p>When stocks are low, other options may be considered, such as the use of washable items. These items will be washed at a high temperature and separate to any other washing.</p> <p>In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced, and normal food safety and hygiene processes are followed.</p>	<p>Provision of material aprons for use in a single session</p> <p>Obtain snack orders via click and collect/trip to supermarket</p>
Attendance	Spread of COVID19	Parents	<p>Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</p> <p>Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters at the setting premises.</p> <p>Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible.</p> <p>Arrange drop off and pick up at the setting entrance to avoid parents entering the setting unnecessarily.</p> <p>When parents are waiting to drop off or collect their child, social distancing should be maintained in a safe area.</p> <p>Consider allowing parents to enter the setting for the purpose of settling in sessions if not doing so would cause a child distress. The staff should consider measures to minimise contact between the parent and other children and staff members.</p>	<p>Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children, staff, and themselves.</p> <p>N/A</p> <p>Children to be signed out by staff rather than parents</p>

			New starters to have a 10/15 minuet visit to OOSC with 1 Parent/Carer after Club has shut to have a look round.	
Attendance	Spread of COVID19	Staff	<p>Staff should only attend the setting if they are symptom free, have completed the required isolation period or achieved a negative test result.</p> <p>Wherever possible staff should travel to the setting alone, using their own transport.</p> <p>If public transport is necessary, current guidance on the use of public transport must be followed. New government regulations as of 4th June 2020 face covering must be worn.</p> <p>Staff should travel in their own clothes and change into their uniform/set of fresh clothes once on the premises.</p> <p>No outdoor shoes to be worn in the setting. (Not essential))</p> <p>Only wedding rings to be worn in setting. Other jewellery such as necklace's, earrings headbands must be removed before entering the setting</p> <p>Consideration should be given to limiting the number of staff in the setting at any one time to only those required to care for the expected occupancy levels on any given day.</p> <p>All staff members must receive appropriate and training in infection control, use of PPE, the standard operating</p>	<p>Provision of bags for clean storage of uniform between session To wear own set of fresh clothes per shift if insufficient uniform</p> <p>1:8 ratio with one member of staff dedicated to hygiene and cleaning at ASC</p> <p>Relevant training links e.g. Noodle now, NDNA etc.</p>

			<p>procedure and risk assessments within which they will be operating.</p> <p>Test and Track is now in place at the club, permission forms to be emailed out to staff, parents and carers.</p>	
Attendance	Spread of COVID19	Children	<p>Only children who are symptom free or have completed the required isolation period should attend the setting.</p> <p>No outdoor shoes to be worn inside the setting. (Not essential)</p>	To ask parents to provide slippers / PE pumps (Not essential)
Attendance	Spread of COVID19	Visitors	Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance).	<p>Where essential visits are required these should be made outside of the usual operational hours where possible.</p> <p>Hand sanitiser at visitor sign in point</p>
Social Distancing/Group work	Spread of COVID19	Staff	<p>Wherever possible staff should remain with the small group of children who they are allocated to and not mix with other groups.</p> <p>Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible.</p>	Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to support this where possible.

			<p>Staff members should avoid physical contact with each other including handshakes, hugs etc.</p> <p>Where possible, meetings and training sessions should be conducted through virtual conferencing.</p>	
Social Distancing/Group work		Children	<p>Children where possible should be organised into small groups or rooms within the setting. Wherever possible these small groups should not mix during the session.</p> <p>New government guidelines for holiday clubs: Groups of bubbles no more than 15 children in one bubble with 1-2 members of staff.</p> <p>Routines including provision of meals and toileting should be within the space allocated wherever possible.</p> <p>Children should not serve themselves.</p> <p>The use of communal internal spaces should be restricted as much as possible.</p> <p>Outdoor spaces should be used by different groups of children at different times of the day.</p>	Club where possible to minimise groups mixing within the setting
Resources		Children & Staff	<p>Children should not be permitted to bring items from home into the setting unless essential to their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.</p> <p>All resources required for play and learning experiences of children should be regularly washed and/or sterilised.</p>	

			<p>Activities which may spread infection such play dough; salt dough and gloop will not be used for the duration of the pandemic.</p> <p>Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.</p>	
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Wellbeing		Staff & children	<p>Staff need to ensure they are aware of children's attachments and their need for emotional support.</p> <p>Children should be supported to understand age appropriately the changes and challenges they may be encountering because of Covid-19.</p>	Stories/picture books are available free to download.
Suspected Case of COVID19	Spread of COVID19	All	<p>In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance. (on the 30th July the self-isolation period had been extended to 10 days from 7 for those who have coronavirus symptoms or a positive test result)</p> <p>Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area if possible.</p> <p>Advice the need for testing if anyone symptomatic.</p> <p>Where possible, a window should be opened for ventilation.</p>	<p>To agree areas within club where child can sit at a safe distance</p> <p>When 2 members of staff in for HS while using steps</p>

			<p>The staff member responsible for the child during this time should be a staff member from their room/area. The manager may consider suitable PPE for this staff member.</p> <p>If possible, the area should not be used for 72 hours after the child has been collected.</p> <p>The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.</p> <p>The person responsible for cleaning the area should wear appropriate PPE.</p> <p>In the event of a staff member developing suspected coronavirus symptoms whilst working at the setting, they should return home immediately and isolate at home in line with NHS guidance. (on the 30th July the self-isolation period had been extended to 10 days from 7 for those who have coronavirus symptoms or a positive test result)</p> <p>The appropriate reporting procedures to the relevant bodies must be followed.</p>	
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Track and Trace	Spread of COVID19	All	<p>All Parents/Carers and Staff to sign track and trace permission forms.</p> <p>Visitors to setting to sign track and trace forms and keep for 21 days.</p> <p>Keep records of groups which staff and children are in.</p> <p>Advice testing if anyone shows symptoms.</p> <p>Supporting staff when isolating.</p> <p>Staff to down load NHS Covid-19 app on their phones.</p>	
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Communication between setting staff	Spread of COVID19	Children & Staff	Communication book between Playgroup and club. Manager/Deputy to check first thing.	
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Assessment undertaken by:	Relief Club Manager
Signed:	Kathryn McKellar
Position:	Relief Manager
Authorised by:	Board of Trustees
Assessment review date:	As and when the situation changes or we are given any government guidelines