

Coronavirus (COVID-19) Risk assessment		
Establishment: Y-Kids Holiday Club Princes Road	Assessment by: Karl Jenner After School and Holiday Club Manager	Date: 2 July 2020
Review Date: 8 July 2020	Red – high risk Yellow – medium risk Green – little or no risk	Draft: 2 July 2020

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
Children, staff & parents	Drop off & collection	<ul style="list-style-type: none"> Children and staff hands will not be washed thoroughly Children will touch face, hands, mouth Families and staff will not stick to social distancing Families and staff will not be truthful about household health Families not telling us children have had medication which may reduce high temperatures Staff will not challenge families about health 	<ul style="list-style-type: none"> Parents to drop and pick up the children from front entrance only or Side gate to the outside play area. Parents will be informed which area to go to prior to arriving. Parents and staff are to demonstrate social distancing at all times. A member of staff will be at the meeting point to welcome children and take the register. Children’s bags/coats will be placed in each group allocated room. On arrival at the Play Scheme, it is reasonable for staff to ask if parents, 	<ul style="list-style-type: none"> Information letter to parents about revised delivery of service Parents to sign agreement of disclosure and abiding to social distancing requirements Guidance and training to be provided to staff prior to re-commencement of work Protocols and signage to be displayed within building and rooms 	<ul style="list-style-type: none"> Children and staff hands will not be washed thoroughly Children will touch face, hands, mouth Families and staff will not stick to social distancing Families and staff will not be truthful about household health Families not telling us children have had medication which may reduce high temperatures Staff will not challenge families about health Children will want toys/teddies/blankets

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		<ul style="list-style-type: none"> Children will want toys/teddies/blankets from home, raising risk of contamination Non-essential travel and social interaction guidelines not followed by staff and families Parents not following social distancing guidelines 	<p>children or any member of the household have any of the symptoms of COVID-19. If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed, or isolation period of 7 or 14 days has ended.</p> <ul style="list-style-type: none"> Only children and staff who are symptom free or have completed the required isolation period attend the setting. No toys, teddys or blankets (or similar) to be brought in from home. Staff to regularly wash hands through-out the day, including when they arrive to work. Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting, when changing rooms and before eating or coming in from outside. 		<p>from home, raising risk of contamination</p> <ul style="list-style-type: none"> Non-essential travel and social interaction guidelines not followed by staff and families Parents not following social distancing guidelines

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			<ul style="list-style-type: none"> • All individuals coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction. • Any individual who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend the setting. • Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool for 48hours after symptoms have ended. • Staff should be aware that children may take time to settle after prolonged break and change in routine. • Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child. 		

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			<ul style="list-style-type: none"> • Limit drop off and pick up to 1 adult per family and stagger the timings where possible. No buggy's or siblings into the centre. • Parents to wait outside, one member of staff from the child's group to take child out to parent. • Parents not following social distancing guidelines will be asked to take leave immediately. If they do not follow the request, they will be asked to take their child home. At this point the Head of CYP will be informed and the family will have current guidelines, policy and social distancing measures reinforced to them • Further breaches may result in loss of child's place at Play Scheme. 		
	Physical distancing/ grouping in setting	<ul style="list-style-type: none"> • Children will not social distance from each other or staff • There will be issues with pinch points within the building 	<ul style="list-style-type: none"> • Each Play Scheme week will have no more than 15 children per group. Play Scheme numbers will be limited. 	<ul style="list-style-type: none"> • Information letter to parents about revised delivery of service • Visual reminders to be displayed 	<ul style="list-style-type: none"> • Children will not social distance from each other or staff • There will be issues with pinch points within the building and

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		and setting, where social distancing will be unachievable	<ul style="list-style-type: none"> • Visual reminders of social distancing requirements around building and setting • Staff provided training and guidance on the importance of social distancing • Risk assessment of building will be carried out, with actions implemented to reduce pinch points (by implementing one-way systems) • Each group will move to their next setting at an allocated time to reduce risk of pinch points. • Care routines for children (first aid and personal care should be within the designated space • When staff provide personal care to a child or assist with toileting - hand washing should accompany child's, and ensure effective hand washing and surfaces cleaned after each use. • The use of communal internal spaces should be restricted as much as possible (e.g. 	<ul style="list-style-type: none"> • Guidance and training to be provided to staff prior to re-commencement of work • Building risk assessment to be carried out • Parents to be informed that coats and sunscreen must be brought in, as outside will be accessed in all weathers as much as possible to encourage social distancing 	setting, where social distancing will be unachievable

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	Play & Activities	<ul style="list-style-type: none"> Children will not social distance from each other or staff Soft furnishing, blankets and toys, blankets, soft toys and toys not easily cleaned, and pose a health hazard 	<p>staff room, kitchen and office)</p> <ul style="list-style-type: none"> Implement social distancing where possible, through the use of small groups and multiple rooms and outside play area through-out the day Minimise the resources available to those that can be cleaned effectively. Create activity boxes which are clearly labelled for each group. Once used all equipment used must go back into the box and will be cleaned by a member of staff and stored in a allocated safe place. Ensure children and staff wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing. 	<ul style="list-style-type: none"> Information letter to parents about revised delivery of service Parents to be informed that coats and sunscreen must be brought in, as outside will be accessed in all weathers to encourage social distancing Visual reminders to be displayed Guidance and training to be provided to staff prior to re-commencement of work Provide ample hand washing stations (including hand sanitiser), along with regular hand washing times Remove soft furnishings, 	<ul style="list-style-type: none"> Children will not social distance from each other or staff Soft furnishing, blankets and toys, blankets, soft toys and toys not easily cleaned, and pose a health hazard

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				blankets, soft toys and toys not easily cleaned. <ul style="list-style-type: none"> • Create a set of resources for each small group and ensure that these are cleaned regularly at least daily • Guidance and training to be provided to staff prior to re-commencement of work 	
	Lunchtime settings	<ul style="list-style-type: none"> • Play area not cleaned before use • Play area not cleaned before next group access area. • Children not socially distancing when eating lunch • Children sharing food with friends. 	<ul style="list-style-type: none"> • Allocate timings for groups to eat and play. • Remind children of play scheme rules • Staff to create lunch rooms that allow chairs to be safely distanced. • Where possible children may be able to go outside and eat lunch. • All eating areas to be cleaned after use. • All play areas to be thoroughly cleaned. 	<ul style="list-style-type: none"> • Each group will be given 30 minutes at each station. • Staff will use room plans provided to set out eating areas. • Areas such as outside play will be cleaned before use. • Staff to be reminded of Play Scheme rules 	<ul style="list-style-type: none"> • Play area not cleaned before use • Play area not cleaned before next group access area. • Children not socially distancing when eating lunch • Children sharing food with friends. • Eating area not cleaned • Mixing sports equipment

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		<ul style="list-style-type: none"> Eating area not cleaned Mixing sports equipment 	<ul style="list-style-type: none"> Sports equipment not to be used by various groups. 	<p>and ensure children abide by them.</p> <ul style="list-style-type: none"> Group sports equipment will be divided to that only that group can access the equipment. Equipment to be cleaned thoroughly after use. 	
	Children's wellbeing & education	<ul style="list-style-type: none"> Children and staff not aware of the health risks or how to minimise them Children sometimes need comforting which requires close proximity 	<ul style="list-style-type: none"> Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 Staff need to ensure they are aware of children's attachments and their need for emotional support at this time. 	<ul style="list-style-type: none"> Child friendly displays of hand washing and other systems and protocols Staff should be aware of children's individual needs <p>Guidance and training to be provided to staff prior to re-commencement of work</p>	<ul style="list-style-type: none"> Children and staff not aware of the health risks or how to minimise them Children sometimes need comforting which requires close proximity

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			<ul style="list-style-type: none"> Staff should be supported to understand risks and how to take action to prevent risks associated with COVID-19 		
Workforce	Attendance	<ul style="list-style-type: none"> Protocol not followed Parents do not promptly collect their child when they display symptoms of COVID, thus increasing the health risks towards staff Staff coming into work displaying symptoms of COVID 	<ul style="list-style-type: none"> YMCA protocol if a child/staff member displays symptom of COVID to be followed Staff should only attend the Play Scheme if they are symptom free, have completed the required isolation period or achieved a negative test result. Staff to complete a back to work health questionnaire prior to returning. <p>All staff coming to the setting should avoid all non-essential</p>	<ul style="list-style-type: none"> Guidance and training to be provided to staff prior to re-commencement of work Ensure PPE and cleaning equipment available for isolation of potential case. Parents to confirm emergency contact details before child returns, to ensure we have correct telephone numbers. Guidance and training to be provided to staff prior to re-commencement of work Staff to be vigilant on health and stay away if unwell. 	<ul style="list-style-type: none"> Protocol not followed Parents do not promptly collect their child when they display symptoms of COVID, thus increasing the health risks towards staff Staff coming into work displaying symptoms of COVID

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			public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines including wearing of face coverings.	<ul style="list-style-type: none"> Current government guidance to be followed. 	
	Training	Staff will not know the current guidance and requirements for mitigating the risks of COVID-19	<ul style="list-style-type: none"> All staff members must receive appropriate instruction, guidance and training on infection control and the standard operation procedure and risk assessments within which they will be operate. 	<ul style="list-style-type: none"> Guidance and training to be provided to staff prior to re-commencement of work 	Staff will not know the current guidance and requirements for mitigating the risks of COVID-19
Parents	Communication	Parents, children, and staff being unaware of guidance, systems and internal protocols to mitigate risks of COVID-19	<ul style="list-style-type: none"> Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves. Play Scheme Manager to clearly and promptly keep all staff informed of changes in regards to systems & policies. 	<ul style="list-style-type: none"> Information letter to parents about revised delivery of service Parents to sign agreement of disclosure and abiding to social distancing requirements Guidance and training to be provided to staff prior to re- 	Parents, children and staff being unaware of guidance, systems and internal protocols to mitigate risks of COVID-19

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PPE				commencement of work <ul style="list-style-type: none"> • Protocols and signage to be displayed within building and rooms 	
	Visits	Visits of individuals who are not working or attending the setting can increase risk associated with COVID-19	<ul style="list-style-type: none"> • Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to Play Scheme, unless essential (e.g. essential building maintenance). • Where essential visits are required these should be made outside of the usual Play Scheme hours where possible. • All Management involvement, should where possible, be conducted via virtual conferencing such as Zoom. 	<ul style="list-style-type: none"> • Unannounced visitors not to be admitted • Virtual conference to engage with management 	<ul style="list-style-type: none"> • Visits of individuals who are not working or attending the setting can increase risk associated with COVID-19
	Workforce & children	<ul style="list-style-type: none"> • PPE not being available • Protocols and systems not being 	<ul style="list-style-type: none"> • Follow up to date government guidance on use of PPE within childcare/education settings 	<ul style="list-style-type: none"> • Ample PPE should be available for all staff • A COVID-19 grab bag for an individual 	<ul style="list-style-type: none"> • PPE not being available • Protocols and systems not being followed to reduce risk

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		followed to reduce risk	<ul style="list-style-type: none"> • Wearing a face covering or face mask in schools or other education/childcare settings is not recommended. • Schools and other education or childcare settings should therefore not require staff, children to wear face coverings. • Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. • PPE is only needed in a very small number of cases including: Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way 	<ul style="list-style-type: none"> • displaying symptoms to be made available • Information letter to parents about revised delivery of service • Guidance and training to be provided to staff prior to re-commencement of work • Protocols and signage to be displayed within building and rooms 	

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Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> • Cleaning not completed thoroughly, before, during and at the end of the session • Soft toys and furnishing not being removed 	<ul style="list-style-type: none"> • If a child becomes unwell with symptoms of COVID while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising staff member if a distance of 2 metres cannot be maintained. • If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn • Children who are unwell need comfort and reassurance. 	<ul style="list-style-type: none"> • Ensure that sufficient PPE is available including hand sanitisers. • Guidance and training to be 	

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		<p>Adequate cleaning not being carried out when a child/staff displays symptoms of COVID-19</p>	<ul style="list-style-type: none"> • A member of staff should be designated as the key cleaner for communal hot spots • Staff to clean AND disinfect frequently touched surfaces throughout the day – including tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. • Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. • Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. • Rugs and carpet tiles not to be used. 	<p>provided to staff prior to re-commencement of work</p> <ul style="list-style-type: none"> • Protocols and signage to be displayed within building and rooms • Regularly empty bins. • Soft toys and furnishings to be removed from setting • If there is a positive test result of an individual who has been in attendance, then current guidance must be followed for cleaning of the setting. 	

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Cleaning	Cleaning of electronics	<ul style="list-style-type: none"> Items may not be thoroughly cleaned resulting in risks associated with COVID-19 	<ul style="list-style-type: none"> Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day. No sharing of iPad. 	<ul style="list-style-type: none"> Guidance and training to be provided to staff prior to re-commencement of work 	<ul style="list-style-type: none"> Items may not be thoroughly cleaned, resulting in risks associated with COVID-19
	Toys & equipment	<ul style="list-style-type: none"> Toys and resources available should be easily cleanable and regularly cleaned especially in between use. 	<ul style="list-style-type: none"> No soft furnishings or soft toys to be available. No playdough to be used. No messy play (no mud, sand, no sensory such as gloop or shaving foam or water play). Other messy play must be limited to small groups with each child having their own individual container which is washed and refreshed between children. Scissors, pens and pencils, paint brushes – very limited items available must be wiped down between use. Books to be read by adult in each small group (paper is not easily cleanable) 	<ul style="list-style-type: none"> Guidance and training to be provided to staff prior to re-commencement of work Staff to be advised on what items can be used. All toys must be quickly and easily cleanable. 	<ul style="list-style-type: none"> Toys and resources available should be easily cleanable and regularly cleaned especially in between use.