Mad Hatters Wrap-around-care

RISK ASSESSMENT/PROCEDURERS

We will monitor and review our policies and procedures, adjusting them as necessary, in-line with the Government guide-lines changes.

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| Risk assessment conducted by Sue Fisher William Shotton | Date of risk assessment: 10/07/20 |

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| **Hazard** | **Risk** | **Priority. High/low** | **Procedures. What needs to be in place** | **Action** | **Persons responsible** | **Follow up action** |
| Hand washing  Toileting | Spread of COVID 19 & other diseases | High | All staff and children must wash their hands upon arrival to the club.  Staff and children will be encouraged to wash their hands frequently, drying hands with paper towels.  Two new pedal bins to be placed in each toilet in the area of handwashing, for paper towels.  Handwashing/sanitiser stations will be set up in areas, including the playground, entrance to the club and in both rooms.  To help children to remember and understand, resources have been bought, e.g. story books, posters, games such as ‘glitter germs’ activities. | Adequate supply of towels, soap, hand sanitiser.  Automatic hands-free soap dispensers.  2 new pedal bins.  Story books & posters | All staff, to monitor and record availability of all materials. | Monitor resources so that adequate amounts are available. |
| Hygiene of premises | Spread of COVID 19 & other diseases | High | An enhanced cleaning schedule has been implemented that includes furniture, surfaces, toys, and equipment.  Communal area, touch points, such as door handles and washing facilities must be cleaned regularly.  Posters to promote procedure for sneezing such as: “catch it, bin it, kill it”.  Bins located strategically around the club.  All waste must be disposed of in a hygienic and safe manner. Tissues must be immediately disposed of, in bin with lid. | Daily cleaning schedule to be implemented, alongside the daily environmental checks.  Toys to be sorted into small sets, so different ‘bubbles’ can safely use their own set. Which will then be put aside for cleaning after each session. Each ‘bubble has access to as many items as possible. | All staff to complete schedules.  Sue responsible to create forms. | Monitor resources so that adequate amounts are available. |
| **PPE** | Spread of infection | High | Government guidance is that PPE is not required for general use in early years/childcare settings. PPE will be worn when administering first aid or helping with personal hygiene if necessary. When staff wear PPE they will adhere to the guidance on safe use and removal of masks.  W.H.O adapted guidance on when and how to use masks & face shields.  The Staff will ensure adequate supply of essential supplies. | The usage of PPE will be monitored to ensure that there is adequate supply, for all who need it, as and when required, to meet the operational needs of the setting. | Sue to arrange appropriate training for staff as they return to work.  All Staff will ensure an adequate supply of essential supplies. | Monitor resources so that adequate amounts are available |
| **Attendance**  **Parents** | Spread of COVID19 | High | One parent per family to drop of their child. Consideration should be considered if not doing so will cause a child distress.  Children to be dropped off at the setting entrances to avoid parents entering unnecessarily.  We will practise a contactless signing in/out procedure. Staff will sign in for the parent and initial entry.  When parents are waiting to drop off or collect their child, social distancing should be kept.  Procedures will be emailed to parent/carers. | A table will be placed outside by the door or gate (depending on weather) with hand sanitiser and register, to minimise contact between parent and other children and staff. Staff will bring out child for the parent. | Designated member of Staff | Monitor and review procedure, adjusting if necessary, or GOV guide- lines change |
| **Attendance**  **Staff** | Spread of COVID19 |  | If staff must use public transport, current guidance on the use of public transport must be followed. Staff will travel in their own clothes and change into fresh clothes once at the setting.  A toilet will be designated for staff to use for changing.  All staff will be given appropriate instruction and training in infection control, use of PPE, the standard procedure and risk assessments within which they will be operating. | To source relevant online training, links e.g. Noodle Now, NDNA, Reed. | Sign for designated toilet.  Sue has completed relevant training in;  ‘Infection control’ and  ‘COVID-19 Awareness’ |  |
| **Attendance**  **Visitors** | Spread of COVID19 |  | Attendance to the setting will be restricted to children and staff as far as practically possible and visitors will not be permitted to the setting unless essential (e.g. essential building checks, maintenance).  Where essential visits are required these will made possible outside of usual operational hours where possible. | Where essential visits are required these will made possible outside of usual operational hours where possible. | Sue to liaise with school. |  |
| **Social Distancing/Group** | Spread of COVID19 | Staff | Wherever there are sufficient numbers of children to split into small groups, staff will remain with the group they are allocated to and not mix with the other groups.  Social distancing will be maintained between groups during the sessions (if necessary).  Any staff training will be done online through Zoom. | Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to support this where possible.  To be aware of any GOV / EYFS/LA updates. | All staff. | Monitor and review procedure, adjusting if necessary, or GOV guide- lines change |
| **Social Distancing/group** | Spread of COVID19 | Children | Wherever there are sufficient numbers of children to split into small groups, within the setting. Wherever possible these groups will not mix during the session.  Bubbles will always be kept socially distanced from each other, unless there is an emergency, in which case the safety of children and staff will take priority over maintaining social distancing. Each Bubble will have their own allocated area inside and an allocated area outside for them to play in. Each Bubble will also have their own selection of play resources/equipment which will be cleaned regularly. If equipment or resources are to be moved between groups, we will make sure they are either cleaned or ‘quarantined’ for 72 hours between uses.  Routines such as snack times maybe staggered to maintain social distancing (if necessary).  Children will be seated and served; they will not serve themselves. They will have choices of food.  Outdoor space will be allocated to each group/ Bubble. | Furniture will need to rearrange to accommodate the space for social distancing between the ‘Bubbles’ safely. | All staff.  Latest GOV updates will be taken into account. |  |
| **Staff dropping off/picking up children.** | Spread of COVID19 | Walk  Infant school  Year Two  Junior School | Children being escorted to and from the Junior site will walk in pairs with a another in their bubble. Bubble 2 and 3 will walk a safe distance apart from each other. They will not be wearing the clubs High Vis jackets at this time. The staff will wear their own allocated High Vis jackets to high light the group walking.  Staff will be taking children to their classrooms in the mornings at the designated time, making sure social distancing is maintained.  In the afternoons we will collect the children from their classrooms.  Children will be escorted to and from the club to the designated place inside the gates, which is a safe distance away from other people collecting their children.  Children/young people will be escorted to and from the club to the designated place, a safe distance from other people collecting their children/young people. |  |  |  |
| **Resources** |  | Children & staff. | Children will not be permitted to bring items from home into the setting unless essential to their wellbeing. Where this is the case items will be appropriately cleaned on arrival.  All resources required for play will be regularly washed. Activities which may spread infection such as playdough, soft toys and furnishings will not be used for the duration of the pandemic.  Equipment used by staff such as stationary, tablets etc. will be allocated to individual staff where possible and cleaned regularly. | Water bottles and lunch boxes will be wiped when brought into the setting.  Risk and Benefit assessments will be on-going throughout sessions with any new activity or equipment introduced.  Each member of staff will have a bum-bag, containing their allocated club mobile to communicate with staff during the session, a first aid kit, cards, pen which they will solely use. | Parents & Staff.  All staff.  All staff. |  |
| **Wellbeing** |  | Children.  Adults | Children will be supported on the changes and challenges they have faced or facing during COVID-19, in an age appropriate manner.  Staff will be mindful of children’s emotions and behaviour. As part of our provision we will endeavour to support and give children the opportunities to talk about their experiences, and for conversation with trusted adults.  Staff training and posters | Stories, quizzes, posters. | All staff. |  |
| **Suspected Case of COVID19** | Spread of COVID19 | ALL. | In the case of a child developing suspected coronavirus symptoms, the designated staff member will phone parent/carer to come and collect their child asap within 30 mins and isolated at home in line with the NHS guidance, and arrange a test via the NHS Track and Trace portal. (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>  Whilst waiting for the child to be collected the child will be separated from the other children in a previously identified area.  Where possible, a window will be opened for ventilation.  The staff member responsible for the child during this time will remain with them. PPE may be worn at this time.  If possible, the area will be left for 72 hours after the child has been collected.  The area will be thoroughly cleaned, immediately, if the area cannot be left for 72 hours.  The person responsible for cleaning the area should wear appropriate PPE. These will be disposed of following government guidelines.  In the event of a staff member developing suspected coronavirus symptoms whilst working, they should return home in line with the NHS guidance, and arrange a test via the NHS  Track and Trace portal. (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>  The appropriate reporting to the relevant bodies must be followed. | Designated area or room to be identified.  First Aider Attending.  PPE available in designated area.  If child or a member of staff has a confirmed case of COVID-19, the manager will contact the East of England Public Health Protection Team (PHE HPT) and follow their guidance. | Manager.  All staff. | Monitor and review procedure, adjusting if necessary, or GOV guide- lines change  Monitor resources. |
| **Snack times** |  | Children | The children will be seated, with social distancing. When there are more children than we can be safely seat, within latest guidelines, we will stagger snack times.  Children will be served their snack, provided in a snack bag. Consisting of a variety of foods, e.g. a carbohydrate, protein, fruit, yogurt. We will be using disposable plates, cups, and cutlery.  Break-fast will be served by staff, children will be seated and have a choice of cereals, toast, bagels, crumpets, and fruit juice. | Adequate PPE resources supplied.  We will be mindful of updating procedures, as GOV/LA guidelines change. | Manager  All staff. | Monitor GOV updates.  Monitor and review procedure, adjusting if necessary, or GOV guide- lines change |
| **Snack times** |  | Staff | Staff preparing and serving the children their snack/breakfast will follow our enhanced hygiene procedures. They will wear the appropriate PPE. | Adequate PPE resources supplied. |  |  |
| **Other** |  |  |  |  |  |  |
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| Reviewed by: Sue Fisher, Sue Bard, Angela Armstrong, Chloe Summers, Eleanor Anderson. | 04/09/2020 |
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