



Responsible Person or person having control of the premises:

Address of premises:

Wild About Play, Ridgewood Community Centre,  
BS37 4AF

Assessor:

Mrs Sian Pumford

Date of risk assessment:

14/07/2020 & 19/07/2020 & 01/09/2020 & 02/09/2020 & 27/02/2021 & 03/04/2021 & 09/08/2021

Date of previous risk assessment: 03/04/2021

27/02/2020

Date of assessment review: October 2021

Ongoing and ever changing

Level of risk on day of assessment:

Medium

Signed by assessor:

S K Pumford

# WILD about PLAY

Who is at Risk		Likelihood	Chance	Description
A	Staff team	1. Very unlikely	0 - 20%	The event may occur only in exceptional circumstances
B	Parents	2. Unlikely	21% - 40%	The event could occur at some time
C	Children	3. Moderate	41% - 60%	The event will occur at some time
D	Volunteers	4. Likely	61% - 80%	The event could occur in most circumstances
E	Other Agencies/visitors	5. Very likely	81% - 100%	The event will occur in most circumstances

Severity	Description. Mental health related in blue
1. Negligible	Minor first aid treatment causing minimum work interruption. <b>Apprehension/ Alarm on one off occasion or of short duration requiring no treatment.</b>
2. Minor	Injury requiring first aid treatment. <b>Minor concern or worry being displayed over a period of time, but responding to local support from manager and colleagues, and not requiring time off work.</b>
3. Serious	Injury requiring medical treatment, causing inability to continue work for more than 7 days (excluding day of accident). RIDDOR. <b>Significant trauma displayed after event or over considerable period of time, causing health issues requiring GP or counselling.</b>
4. Major	Permanent or life changing <b>Major trauma related illness resulting in self-harm and long term incapacity requiring medical treatment and/or counselling.</b>
5. Fatalities	Single or multiple deaths. <b>Extreme mental health issues leading to suicide.</b>

# WILD about PLAY

	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 Ranking	
1 - 5	Low risk - acceptable, monitor
6 - 15	Medium risk - acceptable, subject to guidance
16 - 25	High risk - unacceptable, activity must not proceed

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
COVID-19 Children on site	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed (More updated guidance for September expected for After School care)</li> <li>Masks to be worn by adults (&amp; those not medically exempt) inside The Ridgewood Centre</li> <li>Entrance for all WAP staff , children &amp; parents via 'Main entrance' electronic door from carpark area</li> <li>Exit for all Wap staff, children &amp; parents will be the door closest to</li> </ul>	3	5	15	One-way entry and exit system to be agreed with Ridgewood Centre Manager (Suggestion in this risk assessment completed) 14/07/2020 SKP  AGREED by Centre Manager 02/09/2020	2	5	10

# WILD about PLAY

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		<p><b>Ridgewood Pre School's 'owl' door, to the right of the stairs</b></p> <ul style="list-style-type: none"> <li>• The DFE guidance "Early years and childcare COVID-19 guidance is being followed</li> <li>• Only bubbles totalling 40 children are being booked in. Usual record kept of all attendees (both staff &amp; children).</li> <li>• Bubbles A,B,C, D &amp; E may be needed as a maximum (for each school)</li> <li>• All children wash hands regularly including on entering &amp; exiting Club).</li> <li>• Parents do not enter Club but collect children either from the bottom of the staircase with a phone call to staff or at the Club entrance door (one parent at a time, with extra parents waiting at the bottom of the staircase whilst social distancing from others).</li> <li>• Staff supervise the washing of children's hands on entry before entering their bubbled group area</li> <li>• Always in line with staff to children ratios</li> <li>• Information posters are present across the site on hygiene</li> <li>• Regular cleaning of frequently touched areas (as listed at bottom of risk assessment)</li> </ul>							

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			Likelihood	Severity	Total		Likelihood	Severity	Total
		<ul style="list-style-type: none"> <li>• Children are booked in &amp; allocated a bubble before attending if required</li> <li>• Children are welcomed and given a short talk on which group they are in/which coat peg hooks, drinks station &amp; toilet is for their allocated group</li> <li>• Outdoor play such as large park play (using different designated areas per group) to be encouraged as much as possible</li> <li>• Parents to agree to terms and conditions stating that Club cannot guarantee social distancing but measures are in place to reduce transmission between groups etc</li> <li>• Parents to agree to terms and conditions stating that they will act in a responsible manner outside of Club, ensuring protective measures for both themselves and their children</li> <li>• Parents to agree to terms and conditions that state that their children only attend one other setting ideally other than school</li> </ul>							

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Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
COVID-19 Someone who is infected entering the premises	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>The building is a public building so outside persons cannot be guaranteed; however the Club is an enclosed space. Club visitors are not permitted unless they are attending for the first time &amp; in this case, visits will be supervised as usual and kept to a minimum/adult visitors will be asked not to touch resources. All visitors will be asked to wash hands on entry/exit and to practise social distancing.</li> <li>Deliveries not expected &amp; post passed under door; no contact.</li> <li>Information posters are present at entrance/exit</li> <li>Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies.</li> <li>Best practice hygiene requirements are being followed. Frequently touched areas cleaned at the start and end of every day including shared resources between bubbles/staff members for the purpose of Ofsted regs (signing registers) &amp; cleaning equipment (Vacuum etc)</li> </ul>	3	5	15		2	5	10



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Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		<p>are sent home immediately and advised to follow NHS guidelines online</p> <ul style="list-style-type: none"> <li>• If the person affected is a contractor, their organisation will be informed if possible</li> <li>• Workplace will be decontaminated following UK Government guidelines</li> <li>• Best practice hygiene requirements are being followed.</li> <li>• Owner &amp; Manager communicating daily to assess and evaluate the risks</li> <li>• Best practice social distancing of 1 meter is being followed as best as possible</li> <li>• Information posters on hygiene are present on notice board and toilets</li> <li>• Regular cleaning of frequently touched areas take place</li> <li>• Parents to be informed immediately</li> <li>• Parents agreed to terms and conditions regarding non-attendance due to sickness/Covid19 symptoms</li> </ul>							
COVID-19 Contaminated workplace	A, B, C, D, E	<ul style="list-style-type: none"> <li>• UK Government guidance being followed</li> <li>• Workplace will be decontaminated following UK Government guidelines</li> <li>• Deep clean carried out before Club re-opens (Sept Weds 2nd)</li> </ul>	3	5	15		2	5	10



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			Likelihood	Severity	Total		Likelihood	Severity	Total
		<ul style="list-style-type: none"> <li>• Best practice hygiene requirements are being followed.</li> <li>• Best practice social distancing of 1-2 meter/s minimum is being followed as best as possible</li> <li>• Information posters are present across site on hygiene</li> <li>• Regular cleaning of frequently touched areas</li> <li>• Information posters are present in &amp; around the Club &amp; centre</li> <li>• Only necessary maintenance carried out by external contractors</li> <li>• Extra hygiene by staff carried out</li> </ul>							
COVID-19 Workplace gatherings	A, B, C, D, E	<ul style="list-style-type: none"> <li>• UK Government guidance being followed</li> <li>• Social distancing has been implemented between staff members where possible</li> <li>• All employees who are able to work from home have been told to do so</li> <li>• Staff team meetings take place via video or similar</li> <li>• Future Club visitors to Club such as activity leaders have been cancelled</li> <li>• No handshaking</li> <li>• Social distancing off 1 meter for remaining staff where practicable</li> </ul>	3	5	15		1	5	5

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Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
COVID-19 Vulnerable Employees	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>Managers have identified certain vulnerable employees who have the choice to wear a mask if they so wish</li> <li>Vulnerable employees may be required to work from home</li> <li>Pregnant workers will be told to self-isolate or work from home</li> </ul>	3	5	15		2	5	10
COVID-19 Employees who have contracted COVID-19 outside of work	A, B, C, D, E	<ul style="list-style-type: none"> <li>Staff have read risk assessment and know to take precautions such as face mask when shopping etc, social distancing etc as advised by the Government</li> <li>UK Government guidance being followed (&amp; updated versions shared)</li> <li>If NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal Club policy.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidelines</li> <li>Employees with COVID-19 or suspected COVID-19 will self – isolate as per Government guidelines</li> <li>The Club will be decontaminated in</li> </ul>	3	5	15	Staff given copy of risk assessment 19/07/2020 (online)	1	5	10

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Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		line with Government guidelines							
COVID-19 Symptomatic or exposed employees remaining in workplace	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>Employees are advised to follow NHS Guidance online and report illness to Owner &amp; Manager as usual</li> <li>Symptomatic employees will be instructed to go home</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance</li> <li>The workplace will be decontaminated following Government guidance</li> </ul>	3	5	15		1	5	10
COVID-19 Self isolation and wellbeing	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal</li> </ul>	3	3	9		1	3	3

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Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		<p>checklist (<u>Stay at Home Advice</u>)</p> <ul style="list-style-type: none"> <li>Owner/Manager are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.</li> <li>Owner, Manager &amp; staff team are advised to keep in regular contact with home workers with regular individual, team calls or by Group Messenger or Skype/Zoom etc</li> </ul>							
COVID-19 Travel	A, B, C, D, E	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>Currently the FCO provides foreign travel advice for travellers</li> <li>Employees and parents are advised not to travel into work using public transport</li> <li>Parents will have signed our terms &amp; conditions agreement to say they are not travelling into Club on public transport</li> <li>Employees are advised to keep socially distancing whilst travelling</li> <li>Employees advised not to travel out of the UK unless absolutely necessary</li> </ul>	3	5	15		1	5	5

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			Likelihood	Severity	Total		Likelihood	Severity	Total
COVID-19 Visiting other sites	A, B, C, D, E	<ul style="list-style-type: none"> <li>All visits to other sites such as training courses have ceased</li> <li>All visits to Owner's home for team meetings/other locations have ceased</li> </ul>	3	5	15		1	5	5
COVID-19 Other building users	A, B, C, D, E	<ul style="list-style-type: none"> <li>The other site users do not enter the Club. Ridgewood Centre staff will have limited access.</li> </ul>	2	5	10		1	5	5
COVID-19 Centre/Staff Meetings	A, B, C, D	<ul style="list-style-type: none"> <li>UK Government guidance being followed</li> <li>Face to face meetings replaced by online/telephone communications</li> <li>Owner is not attending onsite unless working</li> <li>All users of the Centre &amp; Club are being kept up to date via email and telephone.</li> <li>Any face to face meetings will be conducted via mobile devices and without the need for anyone to travel</li> </ul>	2	5	10		1	5	5

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<p>HIGH RISK CROSS CONTAMINATION AREAS/TIMES:            Group areas for A, B &amp; C etc-            Toilets – flush handles &amp; taps, inner toilet doors            Kitchen (staff only)            All doors &amp; handles plus cupboards            Toys &amp; equipment            Shared toys/equipment especially hand held items (play phones, art brushes, felt tips and pencils etc so will be allocated per group where applicable).            Telephone/s            Home corner items            Doorbells            Microwave/kitchen cupboards, toaster/ cooking utensils/kettle and fridge/freezers            Shared cleaning items, such as vacuum,mop handles &amp; black sacks etc</p>	<p>Children's groups            A,B,C,D, E etc</p> <p>A, B &amp; C</p>	<ul style="list-style-type: none"> <li>These areas/items will be cleaned on a regular basis by the staff members in each room</li> <li>Staff will wash their hands before and after using shared equipment &amp; pre-wiping and post-wiping of the item with antibacterial solution will take place</li> <li>Doorbell/s/handles &amp; doors cleaned after each use</li> <li>Interconnecting room doors left open so as not to encourage touching</li> <li>On handover, staff from the same bubbles must stay socially distanced</li> <li>On shutting down the Club, door handles will be cleaned as each area (A, B &amp; C) is closed down</li> <li>Each staff member will clean their own A, B &amp; C etc play areas</li> </ul>	3	5	15	Parents do not enter Club	2	5	15

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Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
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Separate staff & children's groups of A, B, C, D, E as a maximum precaution areas/equipment- Drinking cups & jugs x2 Toilets Coats, bags & lunchbox area/hooks Outdoor benches Outdoor sports equipment including plasma cars Tablets & chargers Sand/water play trays Cooking/playdough	A,B & C	<ul style="list-style-type: none"> <li>Where possible, the groups will use their own allocated items to reduce contamination</li> <li>Posters displayed for A, B &amp; C groups</li> <li>Items such as jugs etc labelled as A, B or C</li> <li>Individual named cups for each staff member &amp; children</li> <li>Future holiday club - Lunchboxes requested as wipeable in our terms and conditions</li> <li>All staff given clear guidance and training along with clear posters and having risk assessment read and</li> </ul>	4	5	20	Risk assessment shared with both staff team & Centre Manager Action completed 14/07/2020 (staff) Centre Manager – sent via email on 19/07/2020	3	5	15

<b>VEHICLES:</b>  Spread of Covid19 whilst travelling in vehicles		<ul style="list-style-type: none"> <li>Hand sanitiser provided for driving staff</li> <li>Staff keep to own vehicles and do not share them amongst different schools</li> <li>Regular wiping down/spraying of Dettol on the high touch areas such as seat handles, seat belts etc</li> <li>Vehicles kept clean &amp; no outside passenger to be transported</li> </ul>	4	3	12				
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# WILD about PLAY

		<ul style="list-style-type: none"> <li>Children from different schools to be kept socially distanced each day:</li> </ul> <p>Mondays – 1 child (rear, 7<sup>th</sup> seat) from W school &amp; 1 A (front) seat</p> <p>Tuesdays – 2 children from W school (rear seats 6 &amp; 7) &amp; one child from Abbotswood (front passenger seat)</p> <p>Wednesdays – 1 child from W school (rear) &amp; 1 adhoc 9/9 A school (front)</p> <p>Thursdays – 2 children (front &amp; middle) from A school &amp; 1-3 W school (rear seats 5, 6 &amp; 7)</p> <p>Fridays - 1 child from A school (front)</p>						
Bubbles of children arranged:		<ul style="list-style-type: none"> <li>KS1 Broadway</li> <li>KS2 Ridge</li> <li>Wellesley, Rangeworthy &amp; Abbotswood (traveling in by vehicle) but then divided in an area for play</li> <li>St Mary's (walking in) &amp; in separate bubble for play</li> </ul>	3	4	12			



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Additional February 2021 Notes		<ul style="list-style-type: none"> <li>Staff team vaccinations to be monitored</li> </ul> <p>Note: SKP, MM, CT, CP, PJ, AR &amp; DA having Mon &amp; Thurs am lateral flow tests twice weekly. CP, AR &amp; DA – vaccination 1 complete</p>							
<p>April 2021 Park Visit Risk Assessment Tuesdays and Thursdays initially (weather dependent)</p> <p>Transmission of Covid19 through other children</p> <p>Transmission of Covid19 through play equipment/items left in play areas:</p>	A, C & possibly B through the spread	<p>In addition to following the usual procedures (including bubbles etc)</p> <p>Children reminded about the risks involved: pep talk on not touching other people's belongings/playing/touching other friends etc</p> <p>Leader to assess how busy the play areas are on arrival – stand children aside and have reminders/allocate each bubble for turn taking and designated areas</p> <p>Play equipment to be sprayed in high touch point areas such as slide handles/climbing apparatus</p>	5	2	10		4	2	8

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Anti – bac'd play equipment (slip hazard)		<ul style="list-style-type: none"> <li>Allow plenty of time for monkey bars/slides/handles/climbing equipment to dry to prevent an injury through slipping</li> </ul>	5	4	20		4	2	8
Low risk equipment to be encouraged - Tennis court area with more space to be actively used/encouraged		<ul style="list-style-type: none"> <li>Trampoline, tennis courts with hula hoops, stilts &amp; footballs etc</li> </ul>	4	2	8		4	2	8
Howard Lewis High Touch Points/Busy areas:		<ul style="list-style-type: none"> <li>Swings, Roundabout, climbing frame, slide, wooden benches/bin</li> </ul>	5	4	20				

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<p>Park too busy – risks too high to manage social distancing etc</p>		<ul style="list-style-type: none"> <li>• Staff to take separate ‘bubbled’ items (Lego/colouring/picnic blankets if turn taking is limited and children need to sit aside and wait their turn</li> <li>• Broadway &amp; The Ridge staff will set off straight from school pick up – assess the play park in terms of number of public etc &amp; report back to our other team at Club to give them the update</li> </ul> <p>(Too busy/don’t arrive/all quiet – please toilet kids and come to park) – Mobile phones used by the teams to keep updated at all times</p>	5	4	20		4	2	8
<p>Bubbles of children arranged:</p>		<ul style="list-style-type: none"> <li>• KS1 Broadway</li> <li>• KS2 Ridge</li> <li>• Wellesley, Rangeworthy &amp; Abbotswood (traveling in by vehicle) but then divided in an area for play</li> <li>• St Mary’s (walking in) &amp; in separate bubble for play</li> </ul> <p>OCTOBER HALF TERM HOLIDAY CLUB 2021: TBC for bubbles etc</p>	3	4	12				