

Risk Assessment – All setting’s BC, ASC and HC

Responsible Person or person having control of the premises:
Address of premises:

The Gap Club Ltd – Rekha Bassi (Director)

Risk Assessment Activity:

Assessment of: Working practices – All Settings and Head Office

This risk assessment should directly address risks associated with Coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children/staff /parents and all service users.

Guidance referred to in all cases is at:

- www.gov.uk/coronavirus/education-and-childcare
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Name of Reviewer/ Assessor:

Rekha Bassi/ Alex Kear-Hill

Position of Reviewer/ Assessor:

Health & Safety Officer. 01-Sept-2020.

Date of Review/risk assessment:

Date of previous risk assessment:

Jun-2020

Date of assessment review:

Ongoing

Overall Level of risk, (High, Medium, Low)

Medium

Name of & Signed by assessor:

Rekha Bassi
Alex Kear-Hill (9/7/2020)
Alex Kear Hill (1/9/2020)

01/09

Schools Re-opening Autumn Term 2020.

- R/ass updated with current guidance
- Club Specific appendices created.

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Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done	
			L	S	R	Risk Rating				
1 Movement of persons around the setting and travel to and from the club										
1.1	Entrance and exit to childcare setting causing people to congregate compromising social distancing	<p>Staff Parents Children Visitors All Service Users</p> <p>Coronavirus is a Virus Microbe – spread through direct and indirect transmission (physical contact with surfaces and via droplet contamination through close proximity)</p>	<p>Collection</p> <ul style="list-style-type: none"> -Designated drop off and collection point at each club. These will be outside of the main building with no entry directly into setting, please see site specific information for each setting. - Social distancing measures and physical boundaries are in place as per government guidelines with one way system where required. -Ensure two metre around the front entrance and between in and out entrance/exit paths to allow for safe passing. - Hand sanitiser available at each entrance for parents and children to use. -Possible restriction on number of parents collecting at same time with staggered collection times, social distancing expected irrespective. -Adherence to social distance markings (2m apart) where either school or TGC have them in place. -Setting specific Information sent out to parents prior to children starting including bubble details. - Entrance to club prior to collection time, call the walkie talkie or Club phone number and wait at main entrance. -Posters/banners/information directing parents/carers on infection control and Covid -19 Secure club practice and measures on display. -Recommended consistent regular/known parent (one parent) to collect to reduce number of people on premises. -Covid-19 Response Pack including risk assessment, standard operating procedure, and Infection Control policy on website and distributed to all staff and parents. -Children’s belongings should only be what is allowed in the setting and site we work on. For example, limited bags, bottles and lunch boxes or school bags in term times. All 	2	3	6	Low	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools		

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		<p>should be wiped down. Do not place bags in a box, wiped down property should be placed on designated areas on hooks, chairs, other hanging equipment as much as possible. Avoid placing disinfected belongings in communal boxes.</p> <p>Drop off for Breakfast and Holiday Club should be at designated entrance and parents ring the walkie talkie or club mobile.</p> <p>-Staff reception desk to include hand sanitizer, wipes, thermometer, gloves, pen in plastic wallet if need (for accident/medical forms), lidded bins.</p> <p>-If paperwork needs to be handled in emergency/critical situations then: *parents and staff to hand sanitize their hands before touching paper *wear gloves *use pen to sign *pen will be wiped clean by staff *gloves(all) disposed of in lidded bins</p>							
1.2 Travel and outings	Staff Children Visitors	<p>No outings are allowed</p> <p>If a staff member is leaving the premises to collect children, inform lead manager, ensure hands are washed before leaving and sanitised and washed on return.</p> <p>Clubs that provide an off-site collection service will ensure that government guidelines for school transport are kept too. This includes cleaning of hands before and after boarding, staff wearing a facemask in the vehicle and children remaining within their bubble on transport and when in club. When private Taxi and bus companies are</p>	1	4	4	Low	https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020		

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		<p>used, we will work within the operator’s risk assessment and procedures along with TGC current procedures and government guidelines. We will also log the name of the driver for NHS Test and Trace. Where possible children will sit apart in a vehicle, windows should remain open and well ventilated.</p> <p>During a ‘walking bus’, standard procedures of walking 2 a breast in crocodile form should be adopted, however ensuring that bubbles (year group or key stage during term time) walk together and do not mix with others in walking bus line however safe practice must be priority in ensuring children reach destination safely. Social distancing should be kept too when out in public and safe walking following the green cross code is expected.</p> <p>All TGC staff collecting children should ensure they take a club phone as a minimum and also data ready club tablet. It is important to take the Covid PPE bag and ensure hands are regularly cleaned and where needed face covering used.</p> <p>Staff are asked to take breaks and lunch on site and remain on in the club throughout their shift, they should not leave the club for any reason. If using public transport to and from work you should wear a face mask which can be disposed of at club in Covid bins or if reusable placed in a plastic bag in staff belongings ensure hands washed after.</p>								
1.3	Increased Numbers during breaks and lunchtimes, teatimes,	Staff Children	Keep to small daily groups (a bubble), with no more than 15 children per group and adhere to the EYFS ratios.	3	4	12	Medium	Encourage staff to be sensible about breaks, to ensure they remain in one place during lunch and do not allow bubbles to cross. AKH		

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compromising social distancing		<p>Nursery and Year R– government guidance on 02/07, advise that bubbles are no longer required as this group are considered to have the lowest risks.</p> <p>Activities/tables to be spaced as far apart as possible.</p> <p>Set up of bubble rooms and spaces, as far as possible, will be to ensure access to outside space is free flow (times maybe staggered) and that age appropriate equipment and resources are placed in rooms.</p> <p>Bubbles will not be able to mix indoors or outdoors.</p> <p>Clubs that set up in communal space e.g. the hall will have staggered entrance. When a hall is used it will be divided into sections for each bubble with at least 2 metres space between each.</p> <p>Outdoor areas should be sectioned off for each bubble and play equipment used with agreement of each school.</p> <p>Staggered lunch and snack times in bubble groups with hand washing stations, tables kept apart and one way systems.</p> <p>Term time after school snacks – pre prepared by staff for children and delivered to bubble tables. Supervised by supervisor. Children wash hands before and after.</p> <p>PPE will be worn by staff if support required within a 1m radius ie social distancing cannot be maintained – gloves, mask, apron.</p>							

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		<p>Cleaning of tables, chairs, all surfaces/areas etc between uses by different bubble groups.</p> <p>Playtimes- supervised by bubble keyworkers and HCM/Supervisor.</p> <p>Children in bubble zones at playtime maximising distance apart and playing with resources that belong to that bubble group or that have been rotated as ‘clean stock’ Cleaning stations outside. First Aid/PPE/Hygiene bag with staff at all times.</p> <p>Rooms divided up to keep bubbles separate, using tables, floor markings and play panels to denote separate areas. Hallways marked up to denote one-way flow and limit overcrowding as per each site</p> <p>– see also site specific guidance.</p>								
1.4	Inadequate social distancing measures leading to spread of the virus	Staff/Children/Parents	As far as possible maintain consistent bubble, organise review regularly.	3	4	12	Medium	<p>All staff, visitors and families need to adhere to NHS Test and Trace and government restrictions.</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-</p>		

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							outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak		
2 Children on Site									
2.1	Hygiene/Movement and Well being	<p>Children placed into bubbles based on how each school is operating and government guidelines. For Holiday Club friendship and sibling groups will be considered where possible.</p> <p>Follow Government Guidance Ensure contact details of ALL children are accurate Ensure children follow good hygiene and infection control through games, songs, adult led support and guided learning. Have new club rules in place along with posters in club. Wash hands at regular frequent intervals and for 20 seconds Catch it bin it kill it approach – ensuring good respiratory hygiene Individuals who have symptoms of Covid-19 or are unwell or members of their household or have been told to self-isolate by NHS Test and Trace must stay away from the setting. Enhanced cleaning schedules which can be supported in a fun way with the children ensuring all areas are regularly and effectively cleaned. Minimise mixing and contacts by adapting and altering environment and timetable. Information posters (child friendly) on site to promote adherence</p>	3	4	12	Medium	<p>This risk is likely to be far less once the club is established and up and running. Personal responsibility of all adults to follow government guidelines will allow the risk to become much lower. AKH</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#annex-a-resources-to-help-</p>		

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		EYFS coronavirus disapplication’s can be implemented if and when needed. Ensure practitioners are aware and alert to any signs of emotional or wellbeing distress and especially if a child starts to feel unwell – they MUST contact lead manager. Staff perform safe and well-meaning conversations with child/ren to assess need/areas of concern. Complete all about me / my child forms to find out about children’s holistic needs.					children-learn-about-coronavirus-and-how-to-keep-themselves-and-others-safe		
2.2 Children with EHCP or Vulnerable children	Children/staff	Complete risk assessment prior to agreement to attend TGC Discuss with parents whether or not it is safe for children to attend the club, appropriate measures to be put into place post assessments. Term time- ensure only children registered with TGC attend from designated LOCAL schools collected via walking bus or TGC approved mini-bus. Children from areas outside of local catchment or children in secondary education will not be able to attend unless approved by TGC.	2	3	5	Low			
2.3 Vulnerable groups who are clinically, extremely vulnerable	Staff/children	Parents should follow medical advice if their child is in this category or if there is someone within their household who is in this category: Setting to follow relevant guidance: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	2	3	5	Low	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak		

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		<p>If a child is in the extremely vulnerable category (shielding letter seen) we will ask them not to attend the provision</p> <p>Staff will be deployed to mitigate risk- if a vulnerable member of staff is required to work, we will assess workplace duties to mitigate risks. Shielding has now ended, however TGC will ensure we remain Covid-19 safe with all precautionary measures in place to support staff that were shielding to return to work or risk assess with staff member for best possible work outcomes.</p>					<p>19-outbreak#reviewing-staff-availability</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>				
2.4	Vulnerable groups who are in the clinically vulnerable category	Staff/children	Gov.uk current guidance will be followed:	Managers will have already conducted return to work assessments of all staff with an identified list of vulnerable employees, however depending on these conversations and re-assurance required to staff - individual risk assessment will be in place for vulnerable groups and any who have been shielding.	3	2	5	Low	<p>Risk assessments to be taken of staff in vulnerable category:</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#parents-and-schools-with-clinically-extremely-vulnerable-children</p>		

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							https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/		
2.5 Children unable to follow guidance	Staff/children	<p>Ensure that the same staff are assigned to bubble group.</p> <p>Communicate with SLT and if required class teacher</p> <p>Some children will need additional support to follow these measures.</p> <p>All policies relevant to Covid-19 have been updated e.g. Behaviour, Health and Safety, Safeguarding, Staffing.</p> <p>‘Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.</p> <p>It is imperative that education, childcare and children’s social care settings conduct risk assessments around managing groups of children within the setting. This should include limiting the number of children in each group and</p>	2	2	4	Very Low	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools		

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		<p>reducing this to provide more space in each classroom or learning area’</p> <p>Government guidance as at 4/9/2020.</p>								
2.6	Child or staff becoming ill in a bubble group	Staff/Children/Community	<p>If a child is awaiting collection, they will be moved to a ventilated area (isolation area) where they can be isolated behind a closed door / area depending on the age of the child and with appropriate adult supervision.</p> <p>Staff member looking after child will be the designated first aider in full PPE in an isolation room. If required an out of ratio staff member will be called in to support e.g. director, other senior leads.</p> <p>The affected bubble group will go outdoors or to a different space (where there has been no touch contact for 72 hours) whilst bubble room is deep cleaned.</p> <p>See site specific detail for isolation rooms and local school management.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#what-care-should-be-taken-in-early-years-settings</p>	4	4	16	High	<p>Ensure PPE stocks are sufficient for entire programme</p> <p>All staff and families to continue to follow government guidance and NHS Track and Trace.</p> <p>If anyone feels unwell then ensure they follow the procedures in place. AKH</p>		

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		<p>Staff looking after child will wear full PPE if direct contact is required and if social distance cannot be maintained. Face masks at a minimum must be worn. Isolation will have a fully stocked isolation kit with a dedicated mobile phone.</p> <p>Government guidance (PHE) will be followed to regarding what to do if you have covid-19 symptoms and NHS test and tracing will be requested including early outbreak guidance and tier adherence if necessary.</p> <p>Staff are sent home immediately, parents asked to collect immediately within an hour.</p> <p>If person affected is a visitor NHS Test and Trace procedures will be followed.</p> <p>Workplace will be decontaminated following UK government guidance and hygiene practices. Deep cleaning will take place of isolation room, bubble room, and communal areas.</p> <p>Managers will evaluate risks regularly and update all staff.</p>							
2.7 Local lockdowns	Staff/Children/School Staff/Visitors	<p>Prior to any local restrictions being implemented, The Gap Club will follow the early outbreak management process. As part of the protocol, government action cards provide guidance and support in understanding responsibilities in the event of an outbreak. The process should be to identify, report and respond. Specific details on Education Action cards can be found here</p> <p>https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management#action-cards-by-sector</p>	3	2	6	Low	https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management		

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		<p>TGC will regularly monitor national and local area R rate. In the event of local area restrictions being implemented we will work alongside schools, early years and local public health in how to respond. We will follow DfE and Early Years guidance for procedures in how to best operate.</p> <p>Action cards and flowchart guidance chart for Surrey and Berkshire for management of cases of Covid-19 will be on site in all settings.</p> <p>Our local areas for clubs are Runnymede, Surrey and RBWM. Areas that staff reside will be monitored as well.</p> <p>Staff who live in different local areas outside of the TGC office or school they work in will need to follow guidance for their local authority. A separate risk assessment will take place in the event of this happening. Specific information regarding local area can be found here:</p> <p>https://www.gov.uk/guidance/governments-approach-to-managing-local-coronavirus-outbreaks</p>					<p>Keep up to date with trusted news sources, monitor all boroughs in Surrey, Berkshire, Hampshire and London for impact in our local areas. Keep up to date with Covid training. SLT to communicate relevant information to each other via teams chat.</p> <p>https://www.rbwm.gov.uk/home/council-and-democracy/contact-us/coronavirus-information-and-support</p> <p>https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/coronavirus</p>		
3 Provision of Food									
3.1	Kitchen facilities/staff and practice comply to Covid-19 to	Follow food safety hygiene and government guidance:	2	2	4	Very Low	Snacks will be simple and easy to prepare.		

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extra precautions to limit infection spread.		<p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19th and safety policies and procedures.</p> <p>Staff preparing and serving food will have the appropriate Level 2 Food Hygiene Training.</p> <p>Food Deliveries delivered in slot times and delivered to outside of premises or to TGC office. Cleaned and wiped before entering premises. Staff to wash hands before and after.</p> <p>We operate in a ‘nut-free’ environment and recommend balanced healthy lunches.</p> <p>All snacks will be kept simple and easy to prepare. Children will not be allowed to self-serve snacks and these will be prepared in designated kitchen space.</p>							
4 Communications with Parents and Others									
4.1 Parents/contractors/service users/staff/visitors	Staff/children/All	<p>All users advised not to enter the premises if they are unwell and showing signs of Covid-19 – see above.</p> <p>Re-arranged calls/visits only. No show rounds for new parents or visitors on site.</p> <p>TGC- Contact details on all TGC literature/social media and at all entrance/exit points.</p>	2	1	2	Very Low			

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		<p>Parent contact and emergency details MUST be up to date. A second local contact must be recorded.</p> <p>The building will be secure, we will liaise directly with school facility managers on who should be allowed on site. Anyone working in TGC areas must supply contact details for Test and Trace.</p> <p>No other clubs/evening users will be permitted in TGC areas whilst the club is in operation. Schools will also be minimising or halting extracurricular activities for children providing only wraparound childcare for working parents.</p> <p>Any staff not on site, will be working in our Covid-secure office.</p> <p>Staff to have daily de-briefs – use daily notice board and weekly email updates.</p> <p>Parents will have notice board updates, regular updates on social media and website and receive enhanced email from TGCHO. Club supervisors will also be encouraged to use club phone to pass messages on the families especially accidents / incidents.</p> <p>Updates on website and Facebook pages plus email packs to parents.</p>								
4.2	Travel corridors	All	Travel corridors have been implemented since July 2020, and are updated on a weekly basis by the joint bio-security centre and the government. Travel corridors set ‘safe travel’ between the UK and other countries. Should any staff member, child or a parent travel to one of the	2	2	4	Low	SLT should stay updated on travel corridor’s, annual leave requests should detail planned trips, and		

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		<p>countries on the restriction list, they should self-isolate for 14 days. The date of arrival should be given in writing to The Gap Club Ltd along with proof of travel.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#stay-up-to-date</p>					parents keep club supervisors/managers updated if they are going abroad.		
4.3	Parent Confidence and Peace of Mind booking into TGC	Parents	Any anxiety, concerns, stress should be alleviated by regular communications from TGC, one to one calls (video link if necessary) and by providing comprehensive Covid-Secure literature from TGC.	2	2	4	Low		
5 Staff									
5.1	Staff symptomatic of Covid	Staff/Setting/Child	<p>Gov.uk guidance followed:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Follow Sickness Policy. If symptoms confirmed by NHS111, staff will be off sick for 14 days. They and members of their household must self-isolate for 14 days. Staff must get tested using priority testing for essential workers.</p> <p>Colleagues who have had direct contact with symptomatic employee will be made aware and advised to follow NHS guidelines online.</p> <p>Workplace decontamination in affected areas will follow following gov.uk guidelines on cleaning in non-healthcare settings.</p>	4	4	16	Medium		

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		<p>NHS 111 online - provides advice on what to do if self-isolating (stay at home advice)</p> <p>Managers will keep in regular contact with employees who are self-isolating checking in on their wellbeing and to be of general support.</p>							
5.2 Staff tested positive for Covid-19	Staff/children/comm unity/setting	<p>A positive confirmed case of Covid-19 will result in the company and staff member being involved with PHE and their risk assessments. Contact tracing information will be supplied to advice on the workplace decontamination. Closure advice will be guided by PHE.</p> <p>If staff member is in setting – immediately asked to move to isolation area. Lead manager looking after confirmed case to wear PPE. Call SLT for support.</p> <p>Ring 999 if condition worsens.</p> <p>NHS Track and Trace, PHE, Surrey Early advisors, RBWM or relevant LA will be contacted for advice and to inform them of confirmed case. TGC will follow procedures set out by guidance. Contact tracing will begin.</p> <p>Staff member needs to self- isolate at home for 10 days. If tested positive, follow Gov.Uk:</p> <p>If someone tests positive, they should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the</p>	5	4	20	High	<p>RIDDOR and OFSTED informed</p> <p>https://www.gov.uk/testing-for-coronavirus</p> <p>NHS Test and Trace, local area procedures and national framework should be followed.</p>		

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Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		<p>setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.’</p> <p>Workplace decontamination and cleaning of areas and stock to take place immediately in all areas where staff member was working.</p> <p>All individuals who have been in close direct contact with confirmed case will need to self- isolate for 14 days.</p> <p>If more than one positive case takes place within 14 days of the first case in a setting – TGC will follow early outbreak guidance and advice from NHS test and trace and Local PHE leads.</p> <p>Guidance to follow:</p> <p>https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction</p> <p>https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management</p>							

Risk Assessment – All setting’s BC, ASC and HC

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
5.3 Staff knowledge -to reduce the transmission of disease.		<p>Qualification requirements as per EY register will be met.</p> <p>All staff to have completed Covid-19 training, infection control training, safeguarding, and all other training that has been set by TGC (e.g. food hygiene, Senco, mental wellbeing, etc) dependent on role and need. WHO courses will be supplied to staff.</p> <p>Communication channels regular and open –</p> <p>for e.g. First aid arrangements/cleaning stations/stock rotation/stock within bubbles/bubble structure/all aspects of running an adapted summer camp and after school facility. Also Induction material/packs, calls, covid-19 response pack and mentoring by senior team members will take place.</p> <p>Covid-19 response Pack issued to all with staff agreements to be signed.</p> <p>Virtual team meetings to all staff to take place to ensure all staff understand literature supplied and for Q&A. On site inductions can only be for those working at that club. Seniors managers are present onsite during sessions and set up to support, mentor and supervision (MBWA)</p> <p>TGC priority is to ensure a safe and secure practice. Staff rota will be organised to ensure that in each session meets qualification requirements/staffing ratios/paediatric first</p>	3	2	5	Low	https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications		

Risk Assessment – All setting’s BC, ASC and HC

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		<p>aid and safeguarding lead requirements. Senco leads will be onsite.</p> <p>Daily dynamic risk assessments with remedial action taken.</p> <p>All employees to raise concerns and improvements direct with HCM/ supervisor daily. Avoid using unnecessary paperwork.</p> <p>Review policies and procedures regularly.</p>							
5.4 Staff movement and safer working practice to comply to social distancing	Staff/Children	<p>Avoid workplace unnecessary gatherings. Chairs and tables kept apart. Staff to observe social distance when at lunch-only two staff at lunch at a time or take breaks outdoors.</p> <p>Staff to bring in own food/ drink and reduce the amount of direct transmission in communal areas by not sharing equipment. Staff to have their own utensils e.g mugs or use provided disposable mugs if equipment use is necessary.</p> <p>All communal areas must be subject to enhanced cleaning programme and all areas cleaned after use for future users</p> <p>Staff – rota to ratio only.</p> <p>Staff to stay on site for lunch and not to leave the premises at any time for lunch / cigarette breaks/ any other reason unless authorised by SLT.</p> <p>SLT – will be on site for clubs/club staff support on a rotational basis and will minimise numbers in clubs as far</p>	3	4	12	Medium	So long as a team all staff follow guidance this risk is much less.		

Risk Assessment – All setting’s BC, ASC and HC

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		as possible and dependent on need/situation/club. They will also reduce general cross- contamination on site and minimise entry into bubble zones/settings. SLT that are not joint supervisors/managers of settings will aim to NOT be in ratio as far as possible dependent on daily resource management, their role is to support and be of assistance in the quality and safety of all settings.							
5.5	Ventilation and use of outdoors to reduce spread	<p>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</p> <p>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air.</p> <p>Use of outdoors planned into curriculum as much as possible including activities outside.</p>	3	2	6	Low			
5.6	Management of waste to reduce spread	<p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</p> <p>Follow government guidelines on the disposal of waste.</p> <p>Waste place into bins with lids -normal waste can go into general waste bins. Bins emptied regularly throughout day to reduce waste build up.</p> <p>Waste tissue from symptomatic or confirmed cases: to be placed in double bagged bags for 72 hours and then placed in general waste</p>	3	2	6	Low	Staff to watch: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures		

Risk Assessment – All setting’s BC, ASC and HC

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
5.7	Insufficient staff capacity to deal with increased numbers of children – Shortage of staff to maintain EYFS ratios	Capacity set at government guidelines and monitored via TGCHO booking system. Bubbles will be managed to ensure contacts are kept as physically low as possible.	4	3	12	Medium			
5.8	Anxiety or concern by members of staff returning to work	<p>Ensure all literature disseminated to all staff prior to returning to work</p> <p>One to one call available as well as scheduled group team call with managers to ensure staff are aware of new adapted safe practice, adjustments to routine, patten of working, expectations of staff and general running of setting, especially extra infection control and staggered use of resources, school times and equipment as well as bubble structures and site specific information.</p> <p>Staff agreement and all documentation issued to staff prior to start – signed.</p> <p>Involve staff in the safe practice and running of setting so that they are well informed and secure in knowledge of the parameters in which they need to work and will be able to influence upwards and improve the experience for all especially the children.</p> <p>Additional training provided and expected of staff before starting work</p>	4	3	12	Medium	Review by SLT regularly		

Risk Assessment – All setting’s BC, ASC and HC

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
6 Cleaning and Infection control									
6.1 Unwashed hands		<p>Follow cleaning and hygiene procedures set out in SOP.</p> <p>Wash hands more frequently for 20 secs, as many times as necessary and between activities.</p> <p>Ensure activity programme allows time for appropriate good techniques for hand washing</p> <p>Hands must be dried thoroughly with disposal kitchen towels/tissues. Waste placed in normal bins.</p> <p>If sinks are inaccessible or being used for hand washing, ensure plenty of hand sanitizer in rooms to maintain hygiene and cleaning protocols.</p> <p>Stagger regular access to hand washing stations/ sinks.</p> <p>Extra help should be made available for children who cannot wash their hands independently</p> <p>Ensure children visit toilet regularly.</p> <p>1-2 children at a time taken to toilet to limit the number of children who use the toilet facilities at one time</p> <p>Where possible different toilets should be used by each bubble group.</p>	3	4	12	Medium	<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>use training videos for children :</p> <p>https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus or glitter Germs activity.</p>		

Risk Assessment – All setting’s BC, ASC and HC

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		Toilets should be cleaned before the setting opens and at the end of the day. Toilets will be checked every hour. We should encourage one in, one out where possible.							
6.2 Transmission by air	Staff/children/visitors	<p>Cover mouth, nose with disposable tissue when cough/sneeze. Dispose of tissue into lidded bin. Wash hands</p> <p>If no tissue, cough/sneeze into crook of elbow.</p> <p>Follow Government Guidance:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</p>	3	4	12	Medium	<p>Face masks must:-cover both nose and mouth, not be allowed to dangle around the neck, not be touched once put on, except when carefully removed before disposal-be changed when they become moist or damaged, be worn once and then discarded , hands must be cleaned after disposal</p> <p>Staff or children wearing facemasks on entry to setting must place their masks in their own plastic bag and put in their belongings. Then wash hands.</p> <p>PPE will be supplied to staff</p>		

Risk Assessment – All setting’s BC, ASC and HC

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
							Additional face masks are available should a staff member wish to wear them		
6.3 Transmission by surfaces	Staff/children/visitors/all users	<p>Frequently touched equipment and touched surfaces – cleaned regularly throughout day and end of day</p> <p>No sharing of resources between bubbles. Each site will have its own site specific stock rotation as well as bubble stock – indoor and outdoor.</p> <p>Play equipment and toys must be cleaned thoroughly throughout day and end of day before next bubble can use with authorised cleaning fluids. Rotation of 72 hours recommended if stock in use/ not cleaned.</p> <p>No toys/ equipment brought into setting by children. Any new stock arrivals should be placed in quarantine for 72 hours.</p> <p>Remove unnecessary items (e.g. that cannot be sanitised easily) from rooms and other learning environments where there is space to store it elsewhere. Minimise stock in rooms.</p> <p>Remove items that cannot be easily cleaned such as soft toys, bean bags, blankets and cushions.</p> <p>Water & messy play needs to be for each bubble and once used removed. Playdough etc should be isolated after use</p>	3	3	9	Low	<p>Audio books have been purchased to support children’s reading and learning and in quiet times.</p> <p>Ensure sufficient supplies of cleaning materials and stock available at all times and also factor in additional time required for deep cleans/ end of day cleans</p> <p>CosHH checklists available</p> <p>Cleaning products in cleaning stations in rooms not placed at child height</p>		

Risk Assessment – All setting’s BC, ASC and HC

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done	
			L	S	R	Risk Rating				
		<p>or disregarded. Disinfectant should be added to any water play. Water changed regularly.</p> <p>Books which can be wiped with anti-bacterial spray or wipes are preferential.</p> <p>Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</p> <p>Children with intimate care needs will continue to have their care needs met. Staff will use their usual PPE equipment</p>								
6.4	Transmission between home and work by staff and children	Staff/ children/ families/ community	<p>Good hygiene practice to be followed.</p> <p>Fresh clean clothes to be worn daily – change in to uniform once arrived on site. Shower daily</p> <p>Hair tied up before arrival at setting.</p> <p>Minimise jewellery</p> <p>Limit personal possessions in daily except for change of clothes bag on first day and on subsequent days if replenishment is required.</p> <p>Phones in mobile phone tin.</p> <p>TGC office staff should change clothes between office and club.</p>	3	4	12	Medium	Please follow government guidelines. AKH		

Risk Assessment – All setting’s BC, ASC and HC

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		Staff are expected to follow social distancing guidelines when not at work. Personal responsibility is expected of all team members to keep transmission to a minimum.							
6.5 Shared resources and equipment – increasing spread	Children/ staff	Prevent the sharing of stationery and other equipment where possible. Each bubble to have their own arts and crafts equipment that will be cleaned after use. Enhanced cleaning regimes. Limit use of equipment staff to sign children in and out. Tablets only with manager – who will sign children in/ out	3	3	9	Low	Staff to clean any pens or equipment shared as part of day to day practice with hand sanitizers after every use.		
7 Premises									
7.1 Changes to Building use-access/entry points/areas of use/markings	Staff/ children/ visitors/ service users	Risk assessments reviewed in conjunction with school risk assessments to ensure control measures remain suitable and in place. Update risk assessments and policies to include coronavirus (COVID-19) and create a Covid -19 risk assessment and SOP that captures all necessary changes Normal planning and layout will change and adapt to ensure we are Covid-Secure e.g. consider zoning/ stagger times for breaks/ lunch/ tea/ use of equipment/ outdoor space and FIRE safety and safe evacuation routes.	3	3	9	Low			
7.2 Fire procedures due to adaption of setting	Staff/ visitors/ children/ service users	Fire procedures reviewed taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.	2	2	4	Very Low	Check facility managers- checked 06/07 – no change		

Risk Assessment – All setting’s BC, ASC and HC

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done	
			L	S	R	Risk Rating				
		<p>Term time clubs- new fire routes and fire safety explained to staff during return to work induction and present in site specific guidelines.</p> <p>Confirmation from facility managers – on the testing and monitoring are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p>					Room dividers used for zoning will not obstruct movement and space and access to fire exit in case of emergency.			
7.3	Water hygiene – management of legionella	Staff / setting / children	Ensure that facility manager has confirmation that testing for regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening.	2	3	5	Low			
			Ensure head office venues- are risk assessed by TGC SLT							
7.4	Activity Planning and hygiene of resources for children – to reduce risk of transmission	Staff/ children	<p>Activity programme/ routine / spaces of use and stock adapted to ensure:</p> <p>- greater outdoor play and learning, adapted indoor programme to promote greater social distancing between children and independent play and learning.</p>	2	2	4	Very Low	<p>Cleaning station / bubble, outside the reach of all children</p> <p>Belt clip for a staff – with sanitizer and wipes.</p>		

Risk Assessment – All setting’s BC, ASC and HC

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done	
			L	S	R	Risk Rating				
		<p>Soft furnishings, soft toys and intricate toys removed that cannot be cleaned easily.</p> <p>Resources and equipment to be kept to a minimum, furniture in rooms reduced and stock rotated if unable to be cleaned every 72 hours. Quarantine stock room and clean stock room available for use.</p> <p>All toys and equipment cleaned during session, and at the end of sessions.</p> <p>Stock/ toys from home not encouraged, and if in exceptional circumstances this is necessary then cleaned and placed in sealed named plastic bags.</p>								
7.5	Insufficient first aiders	Staff/ children	-first aid / bubble boxes created with additional supplies placed away from child’s reach	2	2	4	Very Low			
			-one first aider per bubble. All first aiders are certified paediatric trained. 12 hour.							
			-HCM – Qualified first aider							
			- top up first aid learning offered via online learning							
			- PPE drawstring bags / staff member for emergency first aid and PPE supply.							
7.6	New Practice will not be maintained	Staff/ children/ Stakeholders	-adapted club practices e.g Health and Safety Checklist, Detailed Cleaning Schedules, Adapted Club manager	3	3	9	Low			

Risk Assessment – All setting’s BC, ASC and HC

Hazard	Persons at Risk & How They may be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action By who & When	Done
			L	S	R	Risk Rating			
		Checklists,- new practices will be maintained. This will ensure staff are able to adopt new safe practices. New staff will be recruited to ensure we can meet demand. All staff will be Covid-19 trained and fully inducted before starting their first shift.							

Parent Information:

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#questions-and-answers>

We value the input of all stakeholders in forming this action plan and are grateful to all for their contribution our re-opening plans.

8 RISK INFORMATION & DEFINITIONS

Risk Assessment Information

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk.

Our Health & Safety and Employment Law Partner Citation says: *“Risk rating allows you to identify the level of risk and prioritise your actions, as well as identify how your control measures have reduced a risk further. That doesn’t mean that you only consider the higher risk – you should be reducing the risk to as low as reasonably practicable across the business. It is easy to become focussed on ‘scoring’ a risk assessment – you should be mindful when completing a risk assessment that the focus is on the hazards and control measures in place – the scoring is then just a reflection of how well those hazards can be controlled.”*

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: $L \times S = R$.

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as ‘1’ due to the low frequency of the activity being performed. However as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a ‘4’, Using the calculation we multiply $1 \times 4 = 4$. This produces a ‘Very Low’ Risk Level on the Risk Rating Key.

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Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to ‘5’, reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at ‘4’. Again using the calculation we multiply $5 \times 4 = 20$. This returns a Risk Rating of High on the Risk Rating Key.

Likelihood	
Rating	Guide words
1	Extremely unlikely
2	Unlikely
3	Likely
4	Extremely likely
5	Almost certain

Severity	
Rating	Guide words
1	No/Minor harm
2	Moderate harm
3	Serious harm
4	Major harm
5	Catastrophic

RISK SCORE CALCULATOR						
		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 Assessment – All setting’s BC, ASC and HC

Risk Score → Risk Level Rating		
Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
16-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
21+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

Definitions:

Risk Assessment	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
Hazard	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
Harm	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
Likelihood	The chance that a hazard realises its potential to cause harm.
Severity	Extent of injury, damage etc.

Risk Assessment – All setting’s BC, ASC and HC

Risk	The probability of a hazard actually causing harm.
Controls	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.

Reference and useful Links:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

https://coronavirusexplained.ukri.org/en/article/und0008/?fbclid=IwAR1KkZ47NOBrlz9_X_7LUIO4MAPe5VWCKLHIsO3R2xLzL9cMDIEYvjY5bI

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#contents>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

www.gov.uk/government/publications/overview-of-scientific-information-on-coronavirus-covid-19?utm_source=3997615a-0f3b-415a-b3cb-4d88d98c068c&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management>

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<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction>

<https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers>

<https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Education-Action-Cards/>