

Bisley Base Ltd

Covid19 Risk Assessment

Most people who are infected with Covid19 will experience mild symptoms, such as a cough and a fever, and will recover without the need for specialist treatment. Evidence suggests that children and adolescents are less likely to develop severe symptoms of the disease, but can still transmit the disease to others.

The aim of this risk assessment is to reduce the risk of spreading Covid19 within the club as far as possible, by identifying and implementing measures that will help to keep staff, children and their families safe from infection.

Risk assessment conducted by: Lynda Faithfull (Manager)	Date of risk assessment: 07/07/2020
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Area for assessment	What is the risk?	Risk level (H/M/L)	What steps have you implemented to reduce the risk?	Risk level (H/M/L)
Venue	<ul style="list-style-type: none"> Fire safety procedures 	M	<ul style="list-style-type: none"> Adapted emergency evacuation procedures, to allow for separate groups to assemble in different areas outdoors, using separate exit points from the building 	L
	<ul style="list-style-type: none"> Are changes to the way the building is used safe for children and staff? (eg do room dividers prevent safe exit from the building in case of an emergency?) 	M	<ul style="list-style-type: none"> We have made sure that all entrances and exits are clear and accessible and that room dividers don't obstruct movement around the space 	L
	<ul style="list-style-type: none"> First aid - are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders? 	M	<ul style="list-style-type: none"> Additional first aid kits have been purchased and distributed throughout the club, for ease of access. We will have at least 2 first aiders present at each session 	L
	<ul style="list-style-type: none"> New practices will not be maintained, which will increase the risk of spreading Covid19 	M	<ul style="list-style-type: none"> We have revised our daily environment check to include the new practices implemented, this should ensure that the new practices are maintained. 	

	<ul style="list-style-type: none"> • Communal room, eg staff rooms, not complying with social distancing requirements and safe working practices • Waste building up, within the building, increasing the risk of infection • Limited ventilation 	M	<ul style="list-style-type: none"> • Excess tables and chairs have been removed from these areas, to comply with social distancing requirements. Staff are encouraged to take breaks outdoors • Bins will be emptied several times a day, and be disposed of in the external waste management facilities • Where possible, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection 	
Movement around the club	<ul style="list-style-type: none"> • Entrances causing people to congregate, preventing social distancing. • Overcrowding in room and hallways • Increased numbers at certain times of day, eg break and lunch, compromising social distancing • Spread of virus due to numbers of people using the setting 	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Implemented a one-way system, so people enter and leave by different doors, which should prevent bottlenecks forming. We have placed cones to space parents and children at drop off and collection. • Divided up rooms to keep groups separate, using tables and floor markings to denote the separate areas. Hallways have been marked up with a one-way systems to limit overcrowding • Eat outside wherever possible, use other rooms and space inside • We will run activities outside, as far as possible 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

				L
Cleaning and reducing contamination	<ul style="list-style-type: none"> • Use of play equipment for groups of children • Shared resources and equipment increasing the risk of infection • Handwashing facilities are insufficient for increased needs • Not enough time for appropriate handwashing • Children not using suitable handwashing techniques • Toilets being overcrowded • Contaminated surface spreading the virus • Excess equipment and soft furnishings which cannot be easily sanitised 	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Children will wash hands before using play equipment and equipment will be cleaned after use, with sanitiser • Children will clean hands between activities and equipment will be cleaned after use • We have sufficient hand washing areas • Additional time has been built into the schedule to allow for good handwashing techniques to be adopted. • A member of staff of staff will supervise handwashing at the start of the day, during breaks and lunchtime. We use activities to demonstrate how quickly germs spread and how good handwashing techniques limit this - eg Glitter germs activity. • Staff will monitor use of toilets and as far as possible, during the session, will encourage children to use a policy of one in, one out. • Frequently-touched surfaces, such as handles, door plates, light switches, table tops and toys will be regularly cleaned with anti-bacterial spray or wipes, before, during and after each session. • Remove unnecessary furniture, equipment and soft furnishings and place into storage. 	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

	<ul style="list-style-type: none"> • Access to suitable supplies of cleaning materials • Staff and children not understanding the need for good personal hygiene and handwashing 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> • The manager will source a suitable supply of cleaning materials and will find alternative suppliers as backup, should this be required. Stock takes will be undertaken on a weekly basis to ensure that suitable levels are maintained • Public health posters will be displayed throughout the club, to convey the importance of these measures 	<p>L</p> <p>L</p>
<p>Staffing</p>	<ul style="list-style-type: none"> • Managers not having suitable training to enable to address the changed situation with confidence • Staff not fully understanding the changes that have been introduced, so not adopting safe practices • Not enough staff to meet the additional cleaning and supervision requirements • Are staff safe to work - including those with high risk factors, or other underlying health factors, or with vulnerable or shielding family members, or other increased risk 	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Managers will access online Covid19 training • Staff will be given training to address the changes and our daily environment checks will be updated to ensure that they don't get overlooked. • Recruitment process has started, to get additional staff, to meet the increased needs. • Staff will be deployed in order to mitigate risks - ie those with increased risk will be deployed on kitchen duties, or outside. For those staff in the highest risk category, we will determine whether it is safe for them to return to work, or if they need to remain furloughed, until the risk subsides. 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

	<p>factors - eg travelling to work by public transport</p> <ul style="list-style-type: none"> Anxiety levels of staff, preventing them from attending work 	M	<ul style="list-style-type: none"> We have bank staff available to cover where necessary, but will offer training and protective equipment as required to reduce the risk of infection for staff and help to alleviate anxiety levels. 	L
Children	<ul style="list-style-type: none"> Children with EHCP 	M	<ul style="list-style-type: none"> Discuss with parents, whether or not it is safe for these children to attend the club at this time. If it is safe then individual risk assessments will be undertaken and appropriate support measures will be implemented. 	M
	<ul style="list-style-type: none"> Children unable to follow guidance 	M	<ul style="list-style-type: none"> Use child friendly approaches to explain the need to follow guidelines - eg glitter germ activity to promote good handwashing techniques. Discuss with parents, to ensure that rules are reinforced at home. If the child is still unable to follow the guidance, we may have to withdraw their place at the club. 	M
	<ul style="list-style-type: none"> Member of a group becoming unwell, with symptoms of Covid19 	M	<ul style="list-style-type: none"> If this happens, the child with symptoms will be separated from the rest of the children and their parents will be contacted to collect them immediately. Ideally the child should be kept in a well-ventilated location. If the member of staff caring for this child is not able to maintain a distance of 2 metres, then personal protective equipment should be used – eg disposable apron, mask and gloves. These should be disposed of following government guidelines. When the child is sent home, they will be advised to self-isolate and to arrange for a test, via the internet at NHS.UK or by phoning NHS 119 	M

	<ul style="list-style-type: none"> Protecting vulnerable children Children not remaining in their allocated groups Risk of infection when parents sign children in and out of the club Staff not accessing testing services, if they are symptomatic 	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> A separate risk assessment will be undertaken in conjunction with the parents, before deciding if these children are safe to attend the club. Room dividers will be used to keep groups separate, but if a child repeatedly fails to stay within their group, we may ask parents to remove them from the club, and withdraw the child's place for future sessions <p>A member of staff will sign children in and out</p> <ul style="list-style-type: none"> Staff will all be given details of how to access testing services and will be advised not to come to work if they are symptomatic. If they do arrive at work, displaying symptoms of Covid19, they will be asked to go home and self-isolate for 7 days, or until the symptoms have gone. 	<p>M</p> <p>L</p> <p>L</p> <p>L</p>
Transport	<ul style="list-style-type: none"> Managing social distancing whilst transporting children to the club Use of public transport 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> Parents will be asked to transport children during the holiday, and not lift share. If we go on outings, we will, as far as possible walk in small, appropriately spaced groups If staff and children have to use public transport, they need to wear facemasks, and should use hand sanitiser before entering and upon leaving the transport. 	<p>L</p> <p>L</p>
Provision of food	<ul style="list-style-type: none"> Spreading Covid19 during food production 	<p>M</p>	<ul style="list-style-type: none"> Kitchen facilities comply with the latest Covid19 guidance to reduce the risk of infection and contamination. Food that is produced on site complies with Covid19 health and hygiene guidance 	<p>L</p>

	<ul style="list-style-type: none"> • Cater staff understand the need for enhanced hygiene measures • Proximity of children at snack time and risk of contamination of free to access foods 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Catering staff have undertaken training to help them meet the increased risks presented by Covid19 • Snacks will be taken in rotation, to prevent children from sitting too close together. Children will no longer be able to help themselves to foods during snack time unless they bring their own snack to the club. A member of staff serve the food to the children. 	<p>L</p> <p>L</p>
Communications	<ul style="list-style-type: none"> • Parents, delivery drivers and other persons using/visiting the setting not understanding the revised procedures at the club 	<p>M</p>	<ul style="list-style-type: none"> • Posters will be displayed at entry points to highlight the changes we have implemented. Newsletters will be sent to parents, specifying changes to procedures 	<p>L</p>
	<ul style="list-style-type: none"> • Supplier not understanding or complying with the new arrangements • Failure to provide effective communication for staff and parents • Parent aggression due to anxiety and stress 	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • The manager will email all suppliers with information about changes to arrangements • We will update our website, and Facebook page weekly, or more often, if new arrangements are implemented. We will provide regular newsletters for parents and update a daily noticeboard, which will be situated outside the entrance, to keep parents up to date with daily events at the club. Staff will have regular meetings and daily briefings to ensure that they are kept up to • We will aim date to reduce this by keeping parents well informed, but should the situation arise, we respond in a calm and controlled manner in order to de-escalate the situation 	<p>L</p> <p>L</p> <p>L</p>

*High / Medium / Low

To reduce the spread of infection you should:

- Wash your hands regularly, using soap and water, for at least 20 seconds
- Use hand sanitiser, only if soap and water are not available,
- Use tissues, when sneezing or coughing and put them in the bin straight after use
- If there are no tissues, use the crook of your arm
- Avoid touching your eyes, nose and face
- Clean and disinfect regularly touched surfaces and objects
- Maintain social distances, especially if someone appears to be unwell
- Do not attend the setting for 14 days, if you have been in contact with someone who has symptoms of Covid19