

RISK ASSESSMENT

Club	Kids R Us Fulbourn
Activity / Task	COVID-19 Risk Management Assessment
Completed by & Date	Poppy and team 2 nd Sept 2020
Review Date	Bi- weekly from 7th September

RISK ASSESSMENT

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already/what are you planning to do ?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in the setting	Unknown speak of COVID19, anyone in contact with eachother bought in or taken out of setting.	<ul style="list-style-type: none"> • Review the total space available for delivery of childcare whilst maintaining 2m between the groups of children. • Staff to maintain 2m for each other, but if not possible 1m. • Maximum numbers to be decided on space availability. • Children will be split into small groups of no more than 15 children using best endeavours to maintain their groups whilst attending the setting as far as reasonably practical. • Groups will be the same school bubbles (4 bubbles, year groups). • Ensure that the same staff are assigned to each group and, as far as possible. These stay the same for the whole duration of the term and on subsequent days, considering the need for staff breaks. Each bubble will have 1 member of staff assigned (one main and one reserve). • Ensure that fire exit routes are not compromised. Furniture and equipment moved or placed in a position to reduce pinch points, ensuring that free movement is possible. • No parents to enter the premissis, they wait outside at a distance. • Deep clean each week and twice daily cleaning of high touch areas and resources used by staff and children. • Remove soft toys and furnishings and resources that cannot easily be cleaned. • Provide visuals such as posters/floor markings to support social distancing. • Ensure there is a process in place for the management of deliveries. • Early Wednesday activities will be encouraged to be conducted outside, if possible. As risk of transmission is considerably lower. 	<p>Put in place stickers to outline areas for the two groups</p> <p>Purchase extra cleaning supplies for 7th September (start of term)</p> <p>Split resources between room for each bubble, one way signals in and out of the building.</p> <p>Remove soft toys and sand play</p> <p>Put up the signs about our social distancing plans and send to parents/ children.</p> <p>Encourage children to play outside more than inside.</p>	Management team	7th Sept	Yes

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Cleaning	Anything not cleaned and touched could carry the virus and pass it on to staff/ children.	<ul style="list-style-type: none"> • Continue with vigilant cleaning practices. More frequent cleaning procedures, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails and corridors, ○ Machinery and equipment controls ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles. ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, tables and chairs. • Where possible ensure surfaces are kept clear to enable cleaning. • If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured if possible for 72 hours then undergo a thorough clean. Ensure the COSHH risk assessment for cleaning and correct process for PPE. • After any outdoor play children/staff wash their hands afterwards. • Apple and Mango bubble to have separate spaces and not to overlap. In areas – keeping 2m distance. This will be marked out and explained. • One staff member for their bubble will be responsible for cleaning during that day and ensure all toys are put into the correct groups box. • Sign and check that Sun room as been cleaned, ready for preschool to use the room. 	<p>Order in extra table cleaner and handwashing so we always have spare.</p> <p>Create a separate snack area for each bubble and mark out outdoor space.</p> <p>Separate cleaning items for each bubble.</p> <p>Staff to rotate job role of cleaner daily, must be staff assigned to that area and bubble.</p>	Management team	7th Sept	Yes

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Catering facilities	Risk of spreading the virus and germs in general	<ul style="list-style-type: none"> • One member of staff to use kitchen only at one time. To wash hands before and after thoroughly. Including all utensils. • Each child will have their own utensils, plate and resources for the duration of the period, clearly named. • Tables thoroughly cleaned after breakfast, lunch time and afternoon snack • Afternoon snack will be simple and less “finger food” . 	<p>Label individual children’s snack resources.</p> <p>Create a menu that is easy to follow for children to minimize touching, i.e individual portions, sizes</p>	Management team	7th Sept	Yes
Fire Safety	Children and staff in event of fire.	<ul style="list-style-type: none"> • Ensure all emergency escape routes / doors are fully operational and kept clear. • Reminders to staff and children that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<p>No changes to emergency routes. Outside door and windows to remain open as much as possible to allow for ventilation.</p> <p>Practice a fire drill on Friday 11th July.</p>	Management team	7th Sept	

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Drop off and pick up arrangements .	Risk of contact with others outside of bubble	<ul style="list-style-type: none"> • One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. • Wipes and sanitizer available at both sides of doors. • Increased cleaning of handles and touch plates. • Social distance markers in case of similar pick up (unlikely). • Provide relevant guidance to parents on drop off and pick up arrangements. 	<p>Place our markers and signs</p> <p>Make sanitizer available at doors.</p> <p>Send our plan to parents before 8th</p>	Management team	7th Sept	Yes

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First Aid	Spreading virus when giving first aid.	<ul style="list-style-type: none"> • Access to first aid facilities is maintained and the setting is suitably stocked with first aid sundries. • Staff or children with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. • Review of the First Aid policy to include consideration of the risk of infection of covid-19. • The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: <ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid 	All staff on shift are first aid trained. Restock of first aid Kit.	Management team	7th sept	Completed.

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Waste		<ul style="list-style-type: none"> • Relocate waste bins to key strategic positions both in the premises and in external areas that are in use in order that waste materials can be managed safely • Provide bins with lids, preferably foot pedal operated. • Bins should be emptied at least daily. • Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	Replace waste bin if necessary – to check.	Management team	7th sept	Completed
Staff/children within the shielded group	Spread virus to those who are vulnerable	<ul style="list-style-type: none"> • Any member of staff or child that is within the Clinically extremely vulnerable group must not attend the setting as per the Government guidelines. • Staff/children that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/setting. 	None will be attending.	Management team	7th sept	Done

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Contractors	Risk of virus being left by anyone	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<p>None should be within our room. School will let us know if this is necessary.</p> <p>If required to enter premises on notification, contractors should wear PPE.</p>	Management team	7th sept	Checked
Property Compliance	Risk of health and safety issues for all in the building.	<ul style="list-style-type: none"> Daily and weekly checks as normal. Check with landlord re any concerns to ensure that the appropriate checks are in place to ensure the safety of all the premises occupants (e.g. fire alarm testing, legionella testing etc) 	<p>Check with school re appropriate checks.</p> <p>Building has not been closed so some not applicable.</p>	Management team	7th sept	Yes
Hygiene	Risk of contamination, virus and germ spread.	<ul style="list-style-type: none"> The setting has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of childrens hands on arrival at the setting, following outdoor play, before meals and following the use of toilets. Keep windows open as much as possible to ensure good ventilation throughout the setting. Plan to use outdoor space as often as possible during the day. 	Stock up on extra supplies.	Management team	7th sept	Done

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Accident reporting Covid-19 incidents	If not detected more could be spread	<ul style="list-style-type: none"> • The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. 	Make sure this is reported if we have a case	Management team	7th sept	Done
Personal Protective Equipment	Contract virus from positive case or when giving personal care	<ul style="list-style-type: none"> • Follow government guidance with regard to the use of PPE in educational and childcare settings. We have emergency PPE for a suspected case. • Assess the need to issue employees with appropriate Personal Protective Equipment. Staff choice of face mask. • Re-usable PPE should be thoroughly cleaned after use and not shared between staff. • Staff are trained in how to use PPE and can don, doff and dispose of PPE correctly. 	Staff to re watch video on PPE and training	Management team	7th sept	

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Transmission of Covid-19 within the setting	Children/ Staff contracting the virus and spreading it	<ul style="list-style-type: none"> • Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: <ul style="list-style-type: none"> ○ A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature but over 37.8 if so) ○ A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) ○ Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal • Adults who are displaying symptoms, or have experienced symptoms in the last 7 days are not permitted to enter the building and will be advised to self isolate at home for 7 days. A poster will be displayed at all entrances advising adults of this. • Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them. • Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly. • Ensure isolation area can be easily cleaned after use. 	<p>Put out posters up at the door.</p> <p>Continous reminders to staff about symptoms and checking their health.</p>	Management team	7th sept	Completed
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Guidance used:

<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/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>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

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

General advice on limiting the spread of coronavirus in the childcare setting:

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitizer gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to club, after going outside and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.