

Club Name	Kids R Us Milton
Activity / Task	COVID-19 Risk Management Assessment
Completed by & Date	DIANA AND MIKE 27/08/2020
Review Date	At staff meeting before we open and then weekly

What are the hazards?	Who might be harmed and how?	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 between groups of children and staff	Children Staff If no social distancing is in place then there will be a risk of spreading infection	<ul style="list-style-type: none"> Provider should review the total space available for delivery of the childcare whilst maintaining guidance between the groups of children <i>Children will be split into 6 bubbles of no more than 15 in each bubble. This mirrors what Milton school is doing.</i> Ensure that the same staff are assigned to each group and as far as possible these stay the same whilst these restrictions are in place. Ensure that fire exit routes are not compromised. Furniture and equipment will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved. 	<p>We have discussed are requirements with Andy in regards to more rooms and it has been agreed that we will have the lounge for breakfast club Monday to Friday. The big hall for after school club Monday, Tuesday, Wednesday and Friday.</p> <p>There will be one member of staff to each bubble and they will be given a list of all children in there bubble along with any health or dietary requirements they have.</p>	<p>Diana and Mike</p> <p>All Staff</p>	<p>4th September</p> <p>4th September</p>	

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
		<ul style="list-style-type: none"> Secure any rooms / facilities not required and / or not in use - clean and “mothball” any areas identified as not being needed for extended periods of time. This will reduce potential contamination. Remove soft toys and furnishings and resources that cannot easily be cleaned. Remove access to sand play. Provide visuals such as posters/floor markings to support social distancing. Ensure there is a process in place for the management of deliveries. <i>Plan to use outdoor space as much as possible, ensuring children are given equal opportunities for outdoor play.</i> 	<p>All our soft toys and furnishing are already stored in a sepearate cupboard to any other toys and we will ensure this always stays locked.</p> <p>All rooms that we are using are going to have to be taped off to ensure bubbles are kept separate at all times.</p> <p>All deliveries go to Andy.</p> <p>We have an area fenced off at the side of the Annex which we can still use for outdoor play.</p>	<p>Already locked in cupboard</p> <p>All Staff</p> <p>Andy</p> <p>Already done</p>	<p>7th September</p> <p>Daily</p>	

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
		<ul style="list-style-type: none"> • <i>Ensure outdoor areas are cleaned between different groups using them.</i> • If small groups are accessing different areas consider how these can be cleaned between groups. 	<p>We will speak to Andy regarding the cleaners.</p> <p>As the outdoor areas will be used by members of the public the children will not be using this equipment.</p>	<p>Diana</p> <p>All Staff</p>	<p>2nd September</p> <p>Daily</p>	
Catering facilities	As above	<ul style="list-style-type: none"> • Consideration for food preparation and how to manage • Ensure that there are clear procedures for maintaining stringent cleaning processes for food preparation areas, dining areas and table coverings. 	We have decided the safest way of providing food to the children is to make sandwiches and salad that we will serve the children.	All Staff	Daily	
Fire Safety	<p>Staff</p> <p>Children</p> <p>If the evacuation procedure</p>	<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 	We will practise the emergency evacuation procedure regularly in the first few weeks as we are in new surroundings.	<p>Diana</p> <p>Mike</p> <p>Beth</p>	Weekly	

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
	is not followed it could result in the building not being evacuated safely	keep distancing when at the evacuation point.				
Drop off and pick up arrangements .	<p>Staff Children Parents</p> <p>If the procedures are not followed it could result in a spread of the virus</p>	<ul style="list-style-type: none"> • <i>One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.(only if more than one group)</i> • <i>Parents should not be allowed in the setting unless this is essential, wherever possible handovers should take place outside.</i> • Wipes and sanitiser available at both sides of doors. • Increased cleaning of handles and touch plates. • Allocated/staggered drop off and collection times • Priority must be given to disabled users and those identified as having health related issues. 	<p>We are going to have clear markings outside the main door with arrows showing how they approach and leave the building.</p> <p>We will also have hand sanitizer available at the main door.</p> <p>Parents will not be allowed into the building they will be asked to wait at the side of the building for there child to be brought to them.</p>	<p>Diana and Mike</p> <p>All Staff</p>	<p>7th September</p> <p>Daily</p> <p>7th September</p>	

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
		<ul style="list-style-type: none"> Provide relevant guidance to parents on drop off and pick up arrangements. 	<p>We will ensure that when we do the walk there is the relevant distance kept between each bubble.</p> <p>Older children that have permission will not be able to walk ahead of us as the community centre will be locked until we get back. And they are not allowed on the outside play area.</p>	<p>All Staff</p> <p>Diana</p>	<p>Daily</p> <p>Daily</p>	
First Aid	<p>Staff</p> <p>Children</p> <p>Not having correct first aid equipment means we may not be able to treat the individual</p>	<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 	<p>First aid boxes have been checked for expiry dates on all items and have been restocked where needed.</p> <p>Staff who have not done there Paediatric first aid will be booked on a course asap.</p> <p>Need to update our first aid policy covering the infection of COVID-19</p>	<p>Diana</p> <p>Diana to notify Poppy</p> <p>Diana</p>	<p>Done</p> <p>Ongoing</p> <p>Before we open</p>	

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
		<p>qualifications if the first aider to requalify because of the coronavirus:</p> <ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid 				
Waste	Staff Children	<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 • Bins should be emptied at least daily. • Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	We will ensure all bins are located in areas where all children can access them and we will ensure there is an adequate supply of bin liners.	All Staff	Daily	
Staff/children within the shielded group	Staff Children	<ul style="list-style-type: none"> • Any member of staff or child that is within the <u>Clinically extremely vulnerable group</u> must not attend the setting as per the Government guidelines. • Staff/children that meet the criteria as <u>moderate risk of infection</u> should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/setting. 	<p>Risk assesments will be completed for any children that fall into this criteria before they attend.</p> <p>Staff that have to travel on public transport will need to adhere to the government guide lines around travel during the pandemic</p>	<p>Manageme nt</p> <p>All Staff</p>	<p>Before the child attends</p> <p>Daily</p>	

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
Contractors	Staff Children Contractors	<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. 	Diana will speak to Andy about this.	Diana	ASAP	
Property Compliance Poppy to check with Building owners	Staff Children	<ul style="list-style-type: none"> Daily and weekly checks have been reinstated and pre-opening checklist completed. Fortnightly flushing of all hot and cold water outputs have been undertaken Monthly checks on water systems are undertaken. 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>These checks were all done for us before holiday club.</p> <p>If we have any future concerns we will notify Andy immediately</p>	Diana	When required	
Hygiene	Staff Children	<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 	<p>We will ensure we have adequate stock.</p> <p>We will have hand sanitizer around the room for childrens</p>	<p>Diana</p> <p>All Staff</p>	<p>Before we open</p> <p>Daily</p>	

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
		<p>childrens hands on arrival at the setting, following outdoor play, before meals and following the use of toilets.</p> <ul style="list-style-type: none"> 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. 	use and we will remind them to use them regularly			
Accident reporting Covid-19 incidents	Staff Children	<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. 	All staff to familiarise themselves with the updated regulations. Diana will print a copy.	All Staff	Before we open	
Personal Protective Equipment	Staff Children Parents	<ul style="list-style-type: none"> Follow government guidance with regard to the use of PPE in educational and childcare settings Assess the need to issue employees with appropriate Personal Protective Equipment. Personal choice Re-usable PPE should be thoroughly cleaned after use and not shared between staff. Ensure that staff are trained in how to use PPE and can don, doff and dispose of PPE correctly. 	<p>We will ensure there is PPE for all staff who wish to wear it.</p> <p>All staff will be told how to properly maintain there PPE.</p>	Diana	Daily	

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
Transmission of Covid-19 within the setting	Staff children Parents	<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) 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. 	<p>We will ensure at the staff meeting all staff are aware of the symptoms and we have put posters up around the room.</p> <p>If staff suspect any children have any of these symptoms they are to act on it immediately</p> <p>As we are now split over 2 buildings and using 3 different rooms we will allocate an area in each room for isolation if any children show symptoms.</p> <p>All parents have already re-registered their children so details have all been updated</p> <p>We will ensure the area will have minimal surfaces or</p>	<p>All Staff</p> <p>Diana and Mike</p> <p>All Staff</p>	<p>Daily</p> <p>Daily</p> <p>When needed</p>	

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
		<ul style="list-style-type: none"> Consider how the isolation area can be easily cleaned after use. 	objects that can be contaminated			

Useful Guidance

<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 staff and pupil 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 sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school 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.