

Poppleton Road OOSC Risk Assessment

Epidemic & Pandemic Diseases COVID19 Operational Return

THIS RISK ASSESSMENT IS TO BE USED IN CONJUNCTION WITH GOVERNMENT, PUBLIC HEALTH ENGLAND & NHS GUIDANCE AND ADVICE.

Area of risk	Possible Hazards	Group of people especially at risk	Controls	Risks which are not adequately controlled. What action would you take where possible to reduce the risk
Premises	Spread of COVID19 & other diseases	Parents, children & Staff	<p>Make setting safe as possible for staff, Children, Parents/Carers.</p> <p>Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health &amp; Safety checks should be conducted prior to reopening including legionnaires checks.</p> <p>Keep windows/doors open where possible to ensure good ventilation.</p> <p>Open more windows when to cold for doors open to ensure more ventilation.</p> <p>All parents/carers to receive a copy of RA and operation plan</p> <p>(19/10/20) At all local Covid alert levels early years settings should continue as normal.</p>	<p>Visitors to setting should follow clubs system of control, maintain social distance and wear face covering.</p> <p>Children to wear coats inside. In holiday club encourage</p>

				parents/carers to send children in extra warm clothes/shoes.
<p><b>Hygiene</b>  <b>Hand washing, cleaning, waste disposal, laundry etc.</b></p>	<p>Spread of COVID19 &amp; other diseases</p>	<p>Children &amp; Staff</p>	<p>Staff to follow guidance on 'SYSTEM OF CONTROL' to help reduce risk of spreading the virus for a safer environment.</p> <p>All children and staff must wash their hands upon arrival at the setting.</p> <p>Children and staff members should be encouraged to wash their hands <b>thoroughly more often than usual</b>. Children &amp; staff will use paper towels to dry their hands.</p> <p>An enhanced cleaning schedule must be implemented that includes furniture, surfaces, and children's toys and equipment.</p> <p>Communal area, touch points, such as door handles, light switches and hand washing facilities must be cleaned and sanitised regularly.</p> <p>All waste must be disposed of in a hygienic and safe manner. Tissues must be immediately disposed <b>of in a separate bin promoting 'catch it, Bin it, kill it,</b></p> <p>All items within the setting requiring laundering must be washed on a high setting.</p> <p>Items such as towels, flannels will not be used.</p>	<p>Stagger ASC pick up to enable children to access the toilets without causing congestion? Use of toilets in pairs, supervised</p> <p>Allocate one member of staff per session dedicated to cleaning /supervision of hygiene. <b>Staff to sign hygiene sheet when done</b></p> <p>Remove items such as cushions, soft toys dressing up clothes, dolls clothing, etc</p>

			<p>Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</p> <p>Snack will be served by designated member of staff. All letters and forms to be emailed to parents/carers</p>	
<b>Health &amp; Safety &amp; Risk Assessments</b>	Spread of COVID19, infections, diseases, accidents etc.	Staff & children	<p>All activity should be risk assessed and due consideration given to any adaptations to usual practice.</p> <p>This will include the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils.</p> <p>Staff to make sure toilets seats are down before flush to stop aerosol Spreading.</p> <p>Children not to bring items from home such as books, toys, tablets etc.</p>	Add to the hygiene routine
<b>PPE</b>	Spread of infection	Staff, children & parents	<p>Government guidance is that PPE is not required for general use in early years/childcare settings to protect against COVID- 19 transmission.</p> <p>Where staff request PPE, they must adhere to the guidance on safe use and removal of masks.</p> <p>Staff are provided with PPE shoulder bag with items of PPE in to use outside.</p> <p>PPE should continue to be worn as normal for toileting changing and the administration of first aid.</p>	<p>W.H.O adapted guidance on the when and how to use masks.</p> <p>Further information and guidance can be found at <a href="http://www.who.it">www.who.it</a></p>

<b>Supplies</b>	Spread of infection	Staff & children	<p>The manager &amp; staff should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The setting will not be able to operate safely without essential supplies required for ensuring infection control.</p> <p>A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting.</p> <p>When stocks are low, other options may be considered, such as the use of washable items. These items will be washed at a high temperature and separate to any other washing.</p> <p>In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced, and normal food safety and hygiene processes are followed.</p>	<p>Order supplies in advance of opening</p> <p>Manager to order restock weekly</p> <p>Provision of material aprons for use in a single session</p> <p>Obtain snack orders via click and collect/trip to supermarket</p>
<b>Attendance</b>	Spread of COVID19	Parents	<p>Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</p> <p>Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters at the setting premises.</p> <p>Aim to limit drop off and pick up to 1 parent per family and stagger the timings where possible.</p> <p>Arrange drop off and pick up at the setting entrance to avoid parents entering the setting unnecessarily.</p>	<p>Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children, staff, and themselves.</p>

			<p>When parents are waiting to drop off or collect their child, social distancing should be maintained in a safe area.</p> <p>Consider allowing parents to enter the setting for the purpose of settling in sessions if not doing so would cause a child distress. The staff should consider measures to minimise contact between the parent and other children and staff members.</p> <p>Parents/Carers to wear face covering when dropping off and picking up.</p> <p>New starters to have a 10/15 minute visit to OOSC with 1 Parent/Carer after Club has shut to have a look round.</p>	<p>N/A</p> <p>Children to be signed out by staff rather than parents</p>
<b>Attendance</b>	Spread of COVID19	Staff	<p>Staff should only attend the setting if they are symptom free, have completed the required isolation period or achieved a negative test result.</p> <p>Wherever possible staff should travel to the setting alone, using their own transport.</p> <p>If public transport is necessary, current guidance on the use of public transport must be followed. <b>New government regulations as of 4<sup>th</sup> June 2020 face covering must be worn.</b></p> <p>Only wedding rings to be worn in setting. Other jewellery such as necklace's, earrings headbands must be removed before entering the setting</p> <p>Consideration should be given to limiting the number of staff in the setting at any one time to only those</p>	

			<p>required to care for the expected occupancy levels on any given day.</p> <p>All staff members must receive appropriate and training in infection control, use of PPE, the standard operating procedure and risk assessments within which they will be operating.</p> <p>August 2021 face coverings are now optional in setting and school hall. Staff who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability will be exempt from wearing face covering</p> <p>Test and Track is now in place at the club, permission forms to be emailed out to staff, parents and carers. All staff to sign up to weekly covid testing.</p> <p>February 21 all staff given home testing kits to home test twice a week and report results to manager for recording.</p> <p>July 21 club is no longer responsible for contact tracing.</p> <p>August 21 changes to self-isolation mean children and staff who have received both vaccines will not need to self isolate if they are a close contact of a positive case.</p> <p>December 21 Staff are once again encouraged to wear face coverings due to new guidance released by the Government.</p> <p>December 21 <b>People in close contact with suspected or confirmed Covid and/or Omicron variant cases</b></p> <p>Fully vaccinated people in England must immediately take daily lateral flow tests for seven days.</p> <p>Those fully vaccinated people who test positive or develop symptoms should self-isolate for 10 days; such</p>	<p>1:15 ratio bubble with one member of staff dedicated to hygiene and cleaning at ASC</p> <p>Relevant training links e.g. Noodle now, NDNA etc.</p>
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			<p>people will not need to isolate if the tests remain negative and they have had at least two vaccine doses.</p> <p>All unvaccinated people coming into close contact with suspected or confirmed Covid and/or Omicron variant cases must immediately self-isolate for 10 days.</p> <p>Jan 22: Staff who receive a positive result from a lateral flow test will not need to take a confirmatory PCR. They should record their result and self-isolate immediately.</p> <p>Jan 22: Staff who have tested positive for Covid-19 can take a lateral flow test on day 6 and 7 of isolation. If the result is negative they can return to work. If they can't or choose not to take a lateral flow they should isolate for 10 days.</p>	Temporary measure
<b>Attendance</b>	Spread of COVID19	Children	<p>Only children who are symptom free or have completed the required isolation period should attend the setting.</p> <p>Setting can continue to register new children from Poppleton Road School.</p> <p>21/12/20 tier 3, all children to continue to attend setting unless have underline problems.</p> <p>05/01/21 lock down for 6 weeks, children of critical workers and vulnerable children only to attend BC, ASC and HC.</p> <p>Setting should aim to minimise the number of different People children come into contact with.</p> <p>Sept 2021 no need for children to be in bubbles</p> <p><b>Dec People in close contact with suspected or confirmed Covid and/or Omicron variant cases</b></p>	<p>New parents to receive copy of RA</p> <p>Maximise the use of outdoor space</p>

			<p>Fully vaccinated people in England must immediately take daily lateral flow tests for seven days.</p> <p>Those fully vaccinated people who test positive or develop symptoms should self-isolate for 10 days; such people will not need to isolate if the tests remain negative and they have had at least two vaccine doses.</p> <p>All unvaccinated people coming into close contact with suspected or confirmed Covid and/or Omicron variant cases must immediately self-isolate for 10 days.</p> <p>Jan 22: Children who receive a positive result from a lateral flow test will not need to take a confirmatory PCR. They should record their result and self-isolate immediately.</p> <p>Jan 22: Children who have tested positive for Covid-19 can take a lateral flow test on day 6 and 7 of isolation. If the result is negative they can return to work. If they can't or choose not to take a lateral flow they should isolate for 10 days.</p>	Temporary measure
<b>Attendance</b>	Spread of COVID19	Visitors	<p>Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance).</p> <p>Visits for vulnerable children still to take place on site.</p>	<p>Where essential visits are required these should be made outside of the usual operational hours where possible.</p> <p>Hand sanitiser at visitor sign in point</p>

				Use of room in school use when possible for Vulnerable/SEND visits
<b>Social Distancing/Group work</b>	Spread of COVID19	Staff	<p>Wherever possible staff should remain with the small group of children who they are allocated to and <b>where possible</b> not mix with other groups. Sept 2021 no need for children or staff to be in bubbles</p> <p>Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible.</p> <p>Staff members should avoid physical contact with each other including handshakes, hugs etc.</p> <p>Where possible, meetings and training sessions should be conducted through virtual conferencing.</p>	Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to support this where possible.
<b>Social Distancing/Group work</b>		Children	<p>Children where possible should be organised into small groups or rooms within the setting. Wherever possible these small groups should not mix during the session.</p> <p><b>New government guide lines for holiday clubs: Groups of bubbles no more than 15 children in one bubble with 1-2 members of staff.</b></p> <p><b>September 2021 no bubbles at the club</b></p> <p>Routines including provision of meals and toileting should be within the space allocated wherever possible.</p> <p>Children should not serve themselves.</p>	<p><b>Club where possible to minimise groups mixing within the setting</b></p> <p>17/05/21 restrictions ease but club decides bubbles to remain</p>

			<p>The use of communal internal spaces should be restricted as much as possible.</p> <p>Outdoor spaces should be used by different groups of children at different times of the day. <b>September 2021 no longer necessary</b></p>	
<b>Resources</b>		Children & Staff	<p>Children should not be permitted to bring items from home into the setting unless essential to their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.</p> <p>All resources required for play and learning experiences of children should be regularly washed and/or sterilised.</p> <p>Activities which may spread infection such play dough; salt dough and gloop will not be used for the duration of the pandemic.</p> <p>Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.</p>	

<b>Wellbeing</b>		Staff & children	<p>Staff need to ensure they are aware of children's attachments and their need for emotional support. Children should be supported to understand age appropriately the changes and challenges they may be encountering because of Covid-19.</p>	<p>Stories/picture books are available free to download.</p> <p>Celebrate wellbeing week with looking at outdoor nature surroundings</p>
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			Talk to staff in supervisions about how covid is affecting their work/home life balance.	activities with children. Give staff link to free counselling through club's insurance.
<b>Suspected Case of COVID19</b>	Spread of COVID19	All	<p>In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance. (on the 30<sup>th</sup> July the self-isolation period had been extended to 10 days from 7 for those who have coronavirus symptoms or a positive test result)</p> <p>Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area if possible.</p> <p>Where possible, a window should be opened for ventilation.</p> <p>The staff member responsible for the child during this time should be a staff member from their room/area. The manager may consider suitable PPE for this staff member.</p> <p>If possible, the area should not be used for 72 hours after the child has been collected.</p> <p>The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.</p> <p>The person responsible for cleaning the area should wear appropriate PPE.</p> <p>In the event of a staff member developing suspected coronavirus symptoms whilst working at the setting, they should return home immediately and isolate at home in line with NHS guidance. (on the 30<sup>th</sup> July the self-isolation period had been extended to 10 days from 7 for those who have coronavirus symptoms or a positive test result)</p>	<p>To agree areas within club where child can sit at a safe distance</p> <p>When 2 members of staff in for HS while using steps</p>

			<p>The appropriate reporting procedures to the relevant bodies <b>must be</b> followed. (Local Health Protection team 01143 049843) Advice the need for testing if anyone symptomatic.</p> <p>Where a member of staff or child has come in contact with an adult/child who has tested positive for the virus must self-isolate for 14 days. Staff/children who have been in contact with someone who have symptoms do not need to self-isolate unless they develop symptoms themselves, the asymptomatic person test positive or they are required to do so by Test and Trace or PHE (Public Health England) August 2021 children and adults who have received both covid vaccinations will no longer need to self isolate if they have been a close contact of a positive covid case. It is recommended that they take a PCR test instead. If they go on to develop symptoms they will need to self isolate and take a PCR test.</p> <p>Dec 2021 If you are a contact of someone who has COVID-19 and you are fully vaccinated, or aged under 18 years 6 months, you are not required to self-isolate unless that person has been identified as a suspected or confirmed case of the <b>Omicron</b> variant of COVID-19. Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.</p> <p>Dec 2021 For people who are contacts or live in the same household as a suspected or confirmed case of the <b>Omicron variant</b> the requirement is that people in your household and any close contacts must also self-</p>	
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			isolate for 10 days, even if they are fully vaccinated or are under the age of 18 years and 6 months.	
Track and Trace	Spread of COVID19	All	<p>All Parents/Carers and Staff to sign track and trace permission forms.</p> <p>Visitors to setting to sign track and trace forms and keep for 21 days.</p> <p>Keep records of groups which staff and children are in.</p> <p>Advice testing if anyone shows symptoms.</p> <p>Supporting staff when isolating.</p> <p>Staff to down load NHS Covid-19 app on their phones.</p> <p>July 2021 the club is no longer responsible for contact tracing.</p>	
Shielding	Spread of COVID19	Staff	<p>As of 19<sup>th</sup> October 2020, Clinically Extremely Vulnerable staff should still attend the setting as the work place should be covid secure in line with the settings own Risk Assessment and hygiene cleaning rota. Shielding should only take place if said by a doctor (note required) or if the local area is in very high alert and shielding advice is in place.</p> <p>As of 1<sup>st</sup> April 2021 Clinically Extremely Vulnerable staff who were still shielding from instructions of doctors</p> <p>Pregnant staff to be classed as clinically vulnerable or clinically extremely vulnerable depending on how many weeks pregnant, RA to be done and work from home.</p>	
Shielding	Spread of COVID19	Children	<p>As of 19<sup>th</sup> October 2020, Clinically Extremely Vulnerable children should still attend the setting at all Covid alert levels unless they are under paediatric care or been advised by</p>	

			their GP not to attend the setting' and a system put on place to keep regular contact with family.	
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<b>Holidays/annual leave</b>	Spread of COVID19	Staff	As of 17 <sup>th</sup> May 2021 restrictions on holidays abroad were lifted. Staff to let manager know if going abroad on their booked annual leave and which country visiting. More annual leave may need to be taken for isolation.	Look regularly at country listed on traffic light system
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<b>Holidays/annual leave</b>	Spread of COVID19	Staff	As of 17 <sup>th</sup> May 2021 restrictions on holidays abroad were lifted. Club Manager to speak to parents/carers on guidance for holidays abroad.	
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<b>Communication between setting staff</b>	Spread of COVID19	Children & Staff	(Communication book between Playgroup and club.) No longer used messages written on pieces of paper, when read thrown away. Manager/Deputy to check first thing. To work with schools and playgroups risk assessment (wider opening of schools) to drop off and pick up. Email School and Playgroup any changes made to Risk Assessment.	
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As of Saturday 17<sup>th</sup>October 2020 the local area went into Tear 2 alert: level medium and high  
As of Monday 21<sup>st</sup>December 2020 the local area went into tear 3 alert: level very high  
As of Tuesday 5<sup>th</sup>January 2021 the local area went into lock down

Medium: [https://www.gov.uk/guidance/local-covid-alert-level-medium?utm\\_source=b70ea0a4-e99a-476d-bc1b-45be16300ceb&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/guidance/local-covid-alert-level-medium?utm_source=b70ea0a4-e99a-476d-bc1b-45be16300ceb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

High: [https://www.gov.uk/guidance/local-covid-alert-level-high?utm\\_source=ef3f6775-4d20-4ea0-b21a-baa587c77c4a&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/guidance/local-covid-alert-level-high?utm_source=ef3f6775-4d20-4ea0-b21a-baa587c77c4a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

Very High: [https://www.gov.uk/guidance/local-covid-alert-level-very-high?utm\\_source=91be7433-7175-45a3-8759-a6596171d0be&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/guidance/local-covid-alert-level-very-high?utm_source=91be7433-7175-45a3-8759-a6596171d0be&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

8<sup>th</sup> March 2021 Lockdown restrictions started to ease with a road map of 4 stages. See [www.gov.uk](http://www.gov.uk) on ease lockdown restrictions.

Assessment undertaken by:	Club Manager
Signed:	Kathryn Love
Position:	Manager
Authorised by:	Board of Trustees
Assessment review date:	As and when the situation changes or we are given any government guidelines