



Date of Assessment:		Assessment Completed By:	
To be reviewed:			

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, children and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and children.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

Our Employees

Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend the setting. Where possible they are required to work from home unless accessing Job Retention Scheme.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff with letters to self-isolate have been asked for a copy by Management and those staff won't return to work and will remain on Furlough. Their role cannot be carried out at home.
All employees who live with a person who is Clinically Extremely Vulnerable must also not attend the setting and where possible work from home unless accessing Job Retention Scheme.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff who live with clinical extremely vulnerable people will also stay on the Job Retention Scheme.
All employees, themselves or persons within their household have COVID-19 symptoms, should not attend the setting and follow Government guidelines on self-isolation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anyone displaying symptoms or anyone in their household displaying symptoms will not be allowed to attend the setting and will follow the current government guidelines. All employees will follow our sickness procedure for reporting into work.
We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor/ support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Management will contact those who are self-isolating on a weekly basis to see how they are doing and to give them updates about work.

Our Children

Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
All Clinically Extremely Vulnerable children are required to self-isolate and must not attend the setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All clinically extremely vulnerable children won't be able to attend the setting. Parents have been notified of this.
All children who live with a person who is Clinically Extremely Vulnerable must also not attend the setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents have also been notified of this.
All children or persons within their household that have COVID 19 symptoms should not attend the setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters with symptoms will be displayed at the setting and parents will be notified that if their child or anyone in the household displays symptoms then they must not attend the setting and self-isolate in line with current government guidelines.
All children attending the setting are required to be in cohort/groups and must also meet the relevant statutory requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will follow the guidelines that have been set out by the government.

Our Premises

Capacity and Access

Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
Designated Entrance and Exit Points to the Building (for each cohort of children where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents won't be able to enter the Setting unless instructed by Management. Parents will ring the bell and the child will be brought out to them. If the weather is dry, then they are welcome to stand outside and wait but they must adhere to social distancing rules. Posters will be displayed at the Setting and parents will be informed of this before we reopen.
Increased number of Entrance and Exit Points to the Building where possible and place 2m markings on entrances to support social distancing at drop off/collection.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	We only have one entrance that is suitable for collection, but we will ask that any parents outside adhere to social distancing rules whilst dropping off or collecting their child.
Restrictions on access to the setting by third parties (parents, members of the public, Governors and visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We won't be allowing any third parties into the setting unless its urgent.
Stagger collection times for each cohort/group.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We don't have a set collection time for setting. Parents collect at various times which suit their working hours so this will be staggered anyway. However, when a group of parents arrive at one time they will be asked to wait outside and adhere to social distancing.

Physical/Social Distancing in the Building

Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
Rooms used will be organised creating space between activities where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will create as much space as we can, but this can be difficult in a play environment.
Outside space is used wherever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will provide more outdoor play moving equipment from inside to outside so the children have variety.
Non-essential repair/ contracted works in the building to be carried outside operating hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If this is required, it will be carried out after club hours or on a weekend.
Toilets will not be overcrowded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.

Infection Control, Cleaning and Hygiene Arrangements

Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
Staff and/or children who are experiencing symptoms associated with COVID-19 are instructed not to attend the setting and to refer to current advice and guidance from PHW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This information has been given to all staff and parents prior to reopening. Management will check that children, parents and staff are following the guidance.
Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have been made aware of this and management will monitor.
Children who experience COVID-19 symptoms should be collected from the setting as soon as possible. They should be kept apart from all other children whilst waiting to be collected and staff should wear the appropriate PPE (staff should be trained on the use of PPE before use).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children's parents will be contacted immediately, and the child will be removed from the group and looked after by a member of staff until they are collected by the parent. PPE will be provided for staff for this situation
Provision of hand-washing/ hand-hygiene facilities at entrances and throughout the setting (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There will be a hand sanitiser available at the setting and all staff and children will be asked to wash their hands-on arrival at the setting.
All staff and children are encouraged to regularly wash their hands with soap and water, especially upon arrival at the setting, prior to eating, following snack/ lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is part of our operational guidance and will be adhered to.
All staff and children are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bin and wash hands. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has always been the case and will be continued.
Lidded bins and increased emptying are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lidded bins will be used and we will increase emptying.

Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will keep the setting well ventilated with windows open where possible.
Increased frequency of cleaning of communal areas and locations/ high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> • Toilets, Door handles/ Hand rails/ Access Buttons • Kitchen areas and associated equipment • Play Equipment • Tables/ Surfaces • IT Equipment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will ensure that there will be increased cleaning of communal areas especially door handles, access buttons etc.
Employees to store, where possible, coats, bags and non-work essential items in personal lockers or stored separately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff will be asked to put their bags and coats in the storage cupboard.
Staff and children are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have children's handwashing posters in all out toilets, and we will ensure staff supervise the children washing their hands to make sure they have cleaned them properly. Staff posters are also displayed in staff toilets.
Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is done as a standard procedure and is also on our daily cleaning rota's.

Key Roles and Responsibilities

Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Approved by (Manager)		Date of Approval	
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