

## Establishment details

Child care provider:	The AfterSchool Club Ltd
Address:	Mill End Community Centre
Manager/Owner:	Debby Tindall
Date assessment completed:	5 July 2020

## Movement of persons around the setting

Hazard	Control Measures
Entrance and exit to childcare setting causing people to congregate compromising social distancing	<ul style="list-style-type: none"> <li>• Parents to drop off to separate entrances for their bubbles. Families to stay 2 metres apart from other families use floor signs</li> <li>• Discourage parents from gathering together and implement social distancing outside the setting to minimise the adult to adult contact.</li> <li>• On pickup parent to ring telephone number on door and wait for child to be sent out to them</li> </ul>
Increased numbers during breaks compromising social distancing	<ul style="list-style-type: none"> <li>• Keep to small groups (a bubble). Activities / tables to be spaced as far apart as possible. 1 outdoor open sided gazebo, one for each bubble. Majority of activity outside, inside only if weather is very wet. Set out playroom with age appropriate</li> </ul>

	equipment and resources, whilst preventing mixing with other bubble groups.
Increased numbers during lunchtime compromising social distancing	<ul style="list-style-type: none"> <li>• Children to stay in bubbles preferably outside for packed lunch. Inside the bubbles will be in separate halls</li> </ul>
Spread of virus due to increased numbers of people outside the premises	<ul style="list-style-type: none"> <li>• Inform parents that only one parent should be present at drop off and pickup. No adults to enter the premises, children sent out to them</li> </ul>
Inadequate social distancing measures leading to spread of the virus	<ul style="list-style-type: none"> <li>• Always keep bubble groups together where possibl. Once allocated a bubble the child will remain in that bubble on a weekly basis whenever they attend.</li> <li>• Each bubble should retain the same staff at least on a daily basis and if possible weekly basis , no mixing of groups e.g. lunch, playtime.</li> </ul>

## Premises related matters

Hazard	Control Measures
Changes to building use being safe for pupils and staff – e.g. storage, one-way systems, floor tape	<ul style="list-style-type: none"> <li>• Children will remain in same outside space or indoor space. Different entrances will be used for each bubble.</li> <li>• Hand washing to take place on entry before and after eating</li> <li>• Non contact dispensers containing 70% alcohol hand sanitisers for each group</li> </ul>
First aid procedures – reduced numbers of first aiders and paediatric first aider	<ul style="list-style-type: none"> <li>• First aider in each bubble</li> <li>• Each bubble has its own first aid kit.</li> </ul>
Fire procedures	<ul style="list-style-type: none"> <li>• The fire drill to be displayed in each bubble showing different assembly points.</li> </ul>

Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> <li>• Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, cleaning arrangements, location of designated room for suspected cases.</li> <li>• Daily morning and end of the day briefings. Supervisors must monitor arrangements throughout the day and make remedial actions where needed.</li> <li>• Ensure there are opportunities for all employees to raise concerns / make suggestions.</li> </ul>
Ventilation to reduce spread	<ul style="list-style-type: none"> <li>• When inside open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding).</li> </ul>
Management of waste	<ul style="list-style-type: none"> <li>• Ensure bins for tissues have lids and are emptied throughout the day. Remove bag and put straight into skip</li> <li>• .</li> </ul>
Activities to take place outdoors in line with social distancing	<ul style="list-style-type: none"> <li>• Decide which activities can take place outdoors i.e football, rounders, racing games, parachute</li> </ul>

## Cleaning and reducing contamination

Hazard	Control Measures
Using play equipment	<ul style="list-style-type: none"> <li>• Appropriately cleaned at end of each session. Equipment used for only one bubble .</li> </ul>
	<ul style="list-style-type: none"> <li>• IT equipment to be cleaned after each user</li> <li>• Any equipment held should be cleaned after each use. Separate bundles of pens for each child, when finished with by that child disinfect and rewrap ready for next user</li> <li>• Playdough is single use, once a child has played with it, put in bag with child's name on it so they can reuse but not other children.</li> </ul>
Contaminated surfaces spreading virus	<ul style="list-style-type: none"> <li>• Do not put out any equipment that cannot be cleaned easily i.e. soft toys, rugs. No Sand. Water equipment to be cleaned and water changed each session. Messy play needs to be single use only, provide each child with their own tray, which is cleaned after use.</li> <li>• Books can be wiped with anti bacterial spray or wipes. Minimise toys to make cleaning regimes easier, if toys don't wash easily or clean easily don't use them.</li> </ul>
Cleaning staff and hygiene contractor's capacity – providing additional requirements	<ul style="list-style-type: none"> <li>• Discuss with cleaning staff the additional cleaning requirements and allow for this.</li> <li>• Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available..</li> </ul>
Sufficient hand washing facilities for staff and children	<ul style="list-style-type: none"> <li>• Where a sink is not nearby, provide supervised access to hand sanitiser in the play environments.</li> <li>• Plan in regular access to facilities throughout the day.</li> </ul>

	<ul style="list-style-type: none"> <li>• Each bubble to use different hand washing facilities</li> </ul>
Additional time for staff and children to carry out hand washing	<ul style="list-style-type: none"> <li>• Frequent hand cleaning as part of normal routine.</li> <li>• Stagger regular access to hand washing facilities through the day.</li> </ul>
Hand washing practice with children	<ul style="list-style-type: none"> <li>• Review the guidance on hand cleaning and introduce hand washing songs for children.</li> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently.</li> </ul>
Toilets being overcrowded	<ul style="list-style-type: none"> <li>• Only one child in the toilet area at any one time.</li> <li>• Visiting the toilet one after the other if necessary.</li> <li>• Where possible different toilets should be used by each bubble group.</li> <li>• Toilets should be cleaned after each use.</li> </ul>

## Staff related issues

Hazard	Control Measures
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes	<ul style="list-style-type: none"> <li>• Talk to staff about (or where not possible put in writing) the plans at a pre-club meeting and also throughout the holiday to come up with new strategies which work better</li> </ul>

<p>Staff understanding of new changes – safe practice at the setting</p>	<ul style="list-style-type: none"> <li>• Talk to and involve staff with the planning (for example, safety measures, timetable changes change over of staff ). Staff should have face coverings available when handing children to parents or receiving them into the club. No parents to enter the building, staff to sign out for them. Photographic evidence of children leaving can be taken.</li> </ul>
<p>Accessing testing arrangements are clear for all staff</p>	<ul style="list-style-type: none"> <li>• Access to testing is already available to all essential workers.</li> </ul> <p>If any staff become ill they must leave the premises immediately and seek a test immediately.</p>
<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff</p>	<ul style="list-style-type: none"> <li>• If a child, becomes unwell with symptoms of coronavirus (COVID-19) while in the setting and needs direct personal care until they can return home a face mask and visor should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</li> <li>• If contact with the child or young person is necessary, then gloves, an apron and a face mask and visor should be worn by the supervising adult..</li> </ul>
<p>Staff use of PPE</p>	<ul style="list-style-type: none"> <li>• Children whose care routinely already involves the use of PPE due to their intimate care needs will continue but staff will wear gloves, aprons and visors</li> </ul>
<p>Use of PPE / lack of understanding</p>	<ul style="list-style-type: none"> <li>• Staff to use masks/visors when parents are involved, parents to also wear masks</li> <li>• When close contact is needed with children visors, aprons and gloves should be used</li> </ul>

Dealing with suspected and confirmed cases	<ul style="list-style-type: none"> <li>• Follow government <a href="#">guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus (COVID-19) in a setting.</a></li> <li>• Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</li> </ul>
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## Child related issues

Hazard	Control Measures
Children unable to follow guidance	<ul style="list-style-type: none"> <li>• Some children will need additional support to follow these measures .</li> </ul>
Member of a bubble group becoming unwell with COVID-19	<ul style="list-style-type: none"> <li>• If a child is awaiting collection, they will be moved to the corridor outside their bubble depending on the age of the child and with appropriate adult supervision. Ideally, a window should be opened for ventilation but preferably to sit outside at least 2 metres away from any child or adult.</li> <li>• Ensure suitable PPE (including fluid resistant face mask) is available at this location.</li> </ul>