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| **Identify Hazard (equipment’s/Task/Activity)** | **Who could be harmed and how?** | **How are we currently keeping everyone safe?** | **How safe is this currently?** | **What else id needs to be done, who will do it and how often?** | **How safe is this with the new control?** |
| Confined spacesTransmission of the virus by air or by touchChildren’s wellbeingTransition of the virus by touchIn outside areas staff or children transmitting between small groups,Cross contaminationBreakfast ant teatime transmitting through touchTransmission via surfacesTransmission via waste productsArrival and collectionChildren transmitting the virus to other children/adults/family members after a period at home or school.Children transmitting the virus to those looking after them, or other members of their small groupWellbeing and educationChildren transmitting the virus to other children/adults/family members afters after a period at home or clubVulnerable children could be isolated during covid 19. The usual help and support is hard to accessStaff infectionsLevel of staff to support children and ensure their safetyVisitors entering the setting | Children and staff transmitting the virus by coughing and sneezingChildren and staff are sharing the same space for a prolonged timeChildren to remain 2 meters apart from each other and staffChildren not washing their hands correctlyChildren ingesting hand sanitiser due to incorrect applicationChildren or staff transmitting the disease between bubbles Different bubbles using the same toiletsChildren not washing their hands after using the toilets.Children touching other children’s fruit or drinkChildren sharing play dough Bubble based resources such as books, toys and games being shared by childrenResource shared between bubbles for instance PE equipment, cars, etc.Children breathing heavily during sport activities in the roomChildren breathing heavily when singingChildren sitting and touching soft furnishingsChildren needing reassurance and support to settle in and attend club againChildren and adults standing next to each other for a longer period of time during a fire alarmChildren from different bubbles using equipment e.g: vehiclesChildren sharing resources.Different bubbles meeting each otherStaff or children catching the virus from touching surfacesDisposal of potentially contaminated wasteIf there is confirmation that a symptomatic individual has attended clubFamilies not keeping distance at collection, dropping off time.Families not identifying other members of their family with symptoms.Staff not asking families about their health and signs of symptoms.Hands not thoroughly washed at the beginning of the day and children transferring the virus to or from homeChildren taking home or returning items to clubTransition of the virus via touching clothingA child with symptoms might pass it onto other if they stay at club.Other staff members or children having close contact with someone who has tested positiveNo details kept of who has been in contact with each other to inform test and traceWider community not aware of coronavirus infection at the clubNot contacting the local health protection teamA child with symptoms might have passed it to other children they have been nearMultiply children absent from school without reason or due to general sickness which might mask a potential coronavirus infectionThe child might not be picked up straight awayOther people might need to use the same toilet later in the day Member of staff being within 2 meters of a child displaying symptoms and possible needing to comfort the child if they are distressesThe member of staff who has stayed with a child developing symptomsOther children or adults might use the same room later in the dayA child who is sent home from club, or is unable to attend club as they are displaying symptomsA child who tested positive and has been at club within their year group bubbleChildren or parents may be anxious about the return to clubA child with symptoms might pass it on to others if they come to club.A child without symptoms might pass it on to others if they come to clubVulnerable children could be harmed or at risk such as abuse and neglect.A staff member displaying symptoms might transmit the virus to those around them.A staff member that tests positive and has been at club within a small group.Staff members coming into contact with other staff members and children from different bubblesStaff who were clinically vulnerable being exposed to the infectionStaff who were clinically extremely vulnerable being exposed to the infection.Staff who are expecting maybe at increased risk from corona virusStaff who may be otherwise be at increased risk from coronavirusStaff attendance at the clubStaff wellbeing and work life balance at the workplaceVisitors should be by appointment only and unannounced visitors should not be admitted.Temporary staff coming into contact with other staff and children | * Children supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe, including regular hand washing and sneezing into tissue
* Children asked to wash their hands straight afterwards
* Dispose tissue in separate lidded bin. Waste should be double bagged.
* Staff to observe children for any symptoms of coronavirus
* Windows in rooms to be opened where appropriate, inside doors to be open. Outside door open if weather permits and meets fire regulations
* Club staff to modify their approach to keep a distance of 2 meters from children in the clubs when circumstances allow. Adult should avoid close face to face contact and minimise time spent within 1 meter of anyone.
* Children should be supported to maintain distance and not touch staff and their peers where possible.
* Where appropriate children to be seated side by side and facing forwards rather than face to face
* Children and staff to regularly wash their hands during the day for 20 second and drying thoroughly
* Children to wash their hands at staggered times to minimise contact.
* Sanitiser available outside as well as inside for times when sinks are not immediately available.
* A year group will be considered a group for the purpose of bubbling.
* Where possible each bubbles will have the same staff each day and subsequent days.
* During session time children need to ask to go to the toilet to ensure that where possible only one child goes at a time.
* Staff to remind children to wash their hands each time they go
* Toilet areas to be cleaned more regularly during the day
* Fruit and drink to be washed and distributed to each child individually by a staff member
* Each child to have their own play dough and to be stored in separate bags for each child.
* These can be used and shared within bubbles but should be cleaned regularly, along with all frequently touched surfaces.
* These must be cleaned frequently between each bubble group or rotated to allow them to be felt unused and out of reach for 48 hours (72 hours for plastic) between uses by each bubble.
* Outdoor sport will be prioritised where possible. Distancing between children will be maximised where possible during these sessions.
* Singing in small bubble size groups ensure good ventilation and consider physical distancing within the bubble where possible
* Soft furnishing and toys removed from clubs including role play clothes. If need to be used, regular cleaning must be in place
* Children to be supported to understand the changes and challenges they may be encountering as a result of Covid-19. Staff to ensure they are aware of children’s attachments and their need for emotional support at this time.
* Staff to assign to bubbles to ensure that their children do not walk within 2 meters of another group when moving to the assembly point. Each bubble to have a designated area that is 2 meters of the other group.
* Handlebars and touchable areas of bikes and scooters to be wiped down at the end of each session with antibacterial wipes
* Resources to be cleaned at the end of the session
* Children must wash their hands after coming in from the outside area
* Each bubble to have their breakfast and tea in their area
* Children mustnt share food
* Staff member to serve food for the children, no self-serving
* Staggered meal times for each bubbles to enable them to wash hands bubble by bubble

Areas cleaned thoroughly at the end of the session.* Tables, chairs, doors, floor, light switches, countertops
* Toilet area
* Lidded bin for tissues double bagged before disposing of.
* Bin with paper towels to be double bagged and emptied at the end of the session.

Staff to regularly wipe down surfaces, for instance, tables that see heavy usage from children and clean toys and learning resources. Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:1, the individual tests negative; waste can be put in the normal waste2, the individual tests positive or result not known; than store it for 72 hours and then put in with the normal waste bin.Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not possibly contaminated with bodily fluid can be cleaned thoroughly as normal.PPE (disposable gloves and apron) to be worn for cleaning an area where a person with possible or confirmed coronavirus. If there are indications that a higher level virus may be present i.e. there are visible body fluids then the need for additional PPE to protect the cleaner’s eyes, mouth and nose might be necessary.All other surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:* Objects that are visibly contaminated with body fluids.
* All potentially contaminated high-contact areas such as toilets, door handles, telephones, grab rails in corridors and stairwells

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam clean should be used, or it can be isolated securely and left for over 72 hours.Any items that are heavily contaminated with bodily fluids and cannot be cleaned by washing should be disposed of.* Club staff to collect children at the Junior door for BC club.
* Children must wash their hands upon entering the club and before leaving to go home.
* Children to be brought to the Junior entrance when parents arrive to collect.
* Parents to use walkie talkies to communicate with team when collecting/dropping off
* On arrival it is reasonable to ask if any parents, children or any member of their household have any symptoms.
* If a child chooses to use face covering in the club they must remove the one they travelled with and replace it with a fresh one. Face masks for children are not provided by the club.
* All children must wash their hands for 20 seconds at arrival as soon as they enter the building after they take their coat off.
* Children must wash their hands at the end of the session before they are collected.

Parents asked to ensure that no unnecessary items are brought in from home other than children’s hats, coats and booksStaff and children’s clothing does not need to be cleaned any more than usual. If a child begins to display corona virus symptoms they will be sent home and asked to self-isolate for at least 7 days and the parents will be asked to arrange to get a test for their child and follow the governments ‘Guidance for households with possible coronavirus infection’. A child who has tested positive will only be allowed to be back to club after they have isolated for at least 7 days from the onset pf their symptoms and if they do not have any other symptoms other than a cough or a loss of sense of smell/taste.The club will send home all staff members and children who have been in close contact with the person who tested positive, and advise them to self-isolate for 14 days since they were last in contact with that person when they were infectious.Close contact means:* Direct close contact – face to face contact with the infected person for any length of time, within 1 meter, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
* Proximity contact-extended close contact (within 1to 2 meters for more than 15 minutes) with the infected person
* Travelling in a small vehicle, like car, with the infected person

If any of those sent home to self-isolate develop symptoms themselves within their 14 day isolation period they should get a test and:* If the test is negative they must remain in isolation for the reminder of the 14 day isolation period
* I the test is positive, they must inform the club immediately and must self-isolate for at least 7 days from the onset of their symptoms. Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.

A record needs to be kept. Each bubble will have their signing in sheet which the staff member needs to sign and print name. TL will check registers after each session before returning them to the office.In the event of a member of staff or child testing positive a letter will be sent to parents and staff.The local health protection team will be contacted as soon as possible if the club becomes aware any staff member or child, who attends the school has tested positive.Any children who have been in close contact with someone with symptoms do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if symptomatic person subsequently test positive or they have been requested to do so by NHS Test and Trace.However, they must all wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.If the club has a n overall rise in sickness absence where coronavirus is suspected, the club will contact their local protection team for advice on additional action required.A child awaiting collection should be moved, if possible and appropriate, to a room with a closed door or outside area where they can be isolated with adult supervision. If not possible to isolate them move them to an area that is least 2 meters away from other people. A window should be opened for ventilation.If they need to use the toilet while waiting to be collected, the toilet area should be cleaned and disinfected using the standard cleaning products before being used by anyone else. The person cleaning should wear full PPEThe member of staff only needs to wear PPE if they need to give direct personal care to the child. The adult should wear a fluid-resistant surgical facemask if a distance of 2 meters cannot be maintained. If contact with the child is necessary then disposable gloves, apron and fluid resistant facemask should be worn by the supervising adult. If the child is vomiting, coughing or spitting then eye protection should also be worn.They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Any members of staff who have helped someone with symptoms do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.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. A child can only return to club after a negative result or if they self-isolate for the required 14 days. There is no need to test the members of their households unless they have a positive result.If it is confirmed that a child who attends the club has tested positive for covid-19 then the rest of the bubble they are part of will also be sent home, or told not to attend. They will be asked to self-isolate for 14 days, this includes the member of staff who is part of that bubble or have been working directly with that child, either 1to 1, in a small group.Both the staff members and children can only return to club after a negative result from the original symptomatic person of if they self-isolate for the required 14 days.There is no need to test members of their households unless they have a positive result.Any parents with significant risk factors who are concerned about a return to club should be informed of the measures in place to reduce the risk in the clubChildren may not attend club if they display symptoms (continuous cough, high temperature or a loss of, change in, normal taste or smell) and should be willing to have a test to see if they have corona virus.Parents need to inform club immediately upon the result of any test:* If negative, and they feel well and do not have any symptoms they can stop isolating
* If positive, they must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to club only if they do not have symptoms other than a cough or loss of sense of smell/taste.

Other members of their household should continue to self –isolate for the full 14 daysChildren may need to self-isolate if they have been in contact with someone who has tested positive for covid -19. They will only be allowed back to club after the necessary14 days isolation period. Staff to be aware of sign which may suggest that a child is being harmed or is at risk of harmIf a staff member starts displaying or suspects they are developing symptoms while working at the club, they should return home immediately and isolate at home in line with NHS guidelines.* If staff becomes ill they must be tested. They only be allowed back to work after a negative test result or appropriate isolation has finished.
* All other children and staff that have been in contact with that staff member should seek to get tested if they show symptoms.

If a staff member tests positive for covid 19 then all other children and adults that the staff member has been in contact with must be sent home and advised to self-isolate for 14 days. They will have access to a test if they display symptoms of coronavirus.Both the staff members and children can only return to club after a negative result from the original symptomatic person or if they self-isolate for the required 14 days. Staff members to ideally keep 2 meters apart from each other and also from children where possible and circumstances allow. Staff can operate across different bubbles but need to ideally keep 2 meters distance from other staff and children as much as they can.Staff meetings and trainings to be in the big room where 2 meter distancing can be achieved with windows and doors open for ventilation.Staff to wash their hands after using the photocopier or guillotine.A full risk assessment to be completed to enable them to return to work.Any staff who were considered to be clinically extremely vulnerable and received a letter advising them to shield can return to work from the 1st of August as long as they maintain social distancing.To be advised to follow the government guidance available for ‘clinically vulnerable people’ and meet with club manager to discuss any concern and additional measures that may be needed.Discuss their concern with club manager to look at additional measures that may be neededStaff should only attend the club if they are symptom freeThose that have previously shown symptoms should have completed the required isolation period or achieved a negative test result.Staff should avoid all non-essential public transport travel, whenever possible and outside of the club, should minimise social interactions, as per the current national guidelines. Measures being put in place to be discuss with staff before children returning the club. Staff given opportunities to contribute to process.Attendance to the club should be restricted to children and staff as far as is practically possible.Visitors should make appointment outside club hours where possible.All visitors should be given guidance on physical distancing and hygiene explained before their arrival, or before entering the setting.Temporary staff should minimise contact and maintain 2 meters distance from other staff within the club. |  AmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmber AmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmber Amber AmberAmber Amber Amber Amber Amber Amber Amber Amber AmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmberAmber | Regularly reminding children to catch it, bin it, kill it and wash their hands if they sneezed or coughedAdults to offer additional encouragement and support to young children and those with complex needs where individual needs require it.Staff to wear PPE (mask, apron, gloves, goggles) when dealing with an unwell child.Children who are unwell should be isolated in a separate well ventilated area until collected.Ensure that fire exit doors are not wedged open. Regularly remind children not to touch their mouth and nose and eyes during the day.All staff to ensure that they are aware of children’s attachments and their need for emotional support at this time.Application of hand sanitiser to be supervised at all times.Any movement of staff between groups due to staff shortages should be kept to a minimum and be consistent for as long as possible.Children only use their allocated year group toilets.Staff member must wash or sanitise hand before handling food or drinkStaff members to supervise this activity and ensure that children do not share the resources.Any small resources that see heavy usage to be whipped down or washed in nets to be dried for the next dayClub to monitor DFE guidance as new guidance is due to be released on thisTo be reviewed as new guidance from PHE due to be issued by the end of summer term on the ‘General Cleaning required’ and or further guidance on Early yearsStaff to daily monitor children’s emotions and behaviour.Club to operate a test fire alarm to check fire safety procedures are followedStaff to monitor their bubble and discourage any touching or moving between bubbles when evacuating and waiting for the all clear.Staff to check before each session that the bikes are dry and there is no watery solution still on the vehiclesFixed playground equipment cannot be used.Staff to ensure that children are introduced to the new routine and they don’t cross bubblesStaff to sanities table and chairs before and after use.Staff to monitor resources that need to be washed at the end of the sessionWhere there is a confirmed case, staff to compile a list of areas where normal cleaning and also a deeper cleaning will be required to ensure that no areas are missed.Hands must be washed with soap for 20 seconds after all PPE has been removedUse disposable cloth or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings using either:1. A combined detergent disinfectant solution
2. A household detergent followed by disinfection

Avoid splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.Staff to limit conversation at pick up or drop off time. If need to talk to parents it has to be via email or phone.Anyone who displays symptoms of coronavirus can and should be tested, these tests can be booked online through the NHS testing and tracing for coronavirus website.Children need to be reminded not to touch anything other than their bags and coats after washing their hands at the beginning and end of the dayStaff to remind children not to take anything home or bring any unnecessary items to club.Staff to monitor children’s cloths as necessary if there are any concerns.Club only needs to ask for the result of the test before they allowing them back to club if they are returning to club before the end of their isolation period.Club to ensure household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating develops symptoms.Parents will be informed they will need to promptly collect their child.Parents need to confirm their emergency contact number before returning to club.Training may need to be given for the correct wearing of PPE The person responsible for cleaning the area should wear the appropriate PPEAccess to testing is available now to anyone involved in education that is showing signs and symptoms.To access testing the parents should use the 111 online coronavirus service if their child is 5 or over. Parents may need to be given the opportunity to discuss the measure put in place.Anyone who displays symptoms of covid-19 can and should be tested.Test can be booked online through the NHS testing and tracing for coronavirus website.Some staff might need refreshing on safeguarding and child protection trainingIf clinical advice is needed, should go on line to NHS 111There is no need to test members of their households unless they have a positive resultStaff to monitor levels of activities around the club to ensure there are no larger gatherings in any smaller spaces.Risk assessment procedures to be monitored to ensure that these staff continue to remain as safe as possible.Staff roles to be monitoredAdditional measures to be monitored for effectiveness.Additional measures to be monitored for effectiveness.Staff meeting on the 1st of September and any updates to measures to be explained before children return.All visitors to be recorded in the visitor book with contact details. |  GreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreenGreen |

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| **Date** | **Reviewed by** | **Changes/revisions(if none, state ‘None’)** | **Signed** |
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| **Risk Colour** | **Condition** | **Further action** |
| Green  | This is a low risk, but will continue to monitor | Carry out regular checks and inspections to ensure that this remains safe.  |
| Amber | This is a medium risk, but we can make it safer | Take Reasonably Practicable measures to reduce the risk.  |
| Red | This is a high risk, we need to make it safer before continuing | Take urgent measures to reduce the risk. If necessary, cease the activity until the risks can be reduced.  |