




Risk Assessment for Covid-19 Updated June 2021



- In this risk assessment you will find all the updated information on the risk assessment that has been carried out for Kidz Enterprise and also in line with the Government Guidance that is place. As Kidz Enterprise we are also working with Cippenham School to make sure that we are operating in a safe and friendly way for all staff, children parents & carers.
- The risk assessment is broken down into different sectors and the broken down again into various headings and hazards leading to the main hazard.
- Below is a beak down to how the risk assessment has been carried out, also how the risk assessment will be carried out with all the detail.





What are hazards:	Rating:	Control Measures:	Person/s responsible:	Procedure if measures fail:
<ul style="list-style-type: none"> • Hazards are parts of the club that are needed to be focused on and placed into context and written about to make sure that the club can then open and operate in safe and friendly way for all 	<ul style="list-style-type: none"> • Each part of the risk assessment is placed into a three part rating where it is important to outline the severity of the hazard, they are as follows and will have a colour coding, there will also be a second rating in which having dealt with the hazard the rating may come down with the action being put into place by the management team. • High • Medium • Low 	<ul style="list-style-type: none"> • In this part of the risk assessment you will find how we are working as a club and setting to minimise the risk of transmission in Covid-19 and also what we have put into place to make the club as safe as possible for children, staff, parents & carers. 	<ul style="list-style-type: none"> • The risk assessment is then broken down to the responsibility of the who needs to be taking the action for the hazard 	<ul style="list-style-type: none"> • Finally the risk assessment is broken down to what happens if the measures put in place fail to work around the hazard.



• Personal Hygiene



Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
Hand Washing:	Risk Rating: High/Med/ Low	Currently hand washing is in place with access to the toilets to use the hand basins to wash hands. Also hand washing stations will be available around the outside of the school premises so children can keep hands clean at all times. Small children will need to be escorted to the toilets to wash hands, this is to make sure that they are washing hands properly (this should be done for 20 seconds with soap or water or singing happy birthday twice) additional hand sanitises will be available within each group. Hand Gel will be available at all times during the session within each group. So it can be used for children and staff to use. Signs and posters are placed around the room of “catch it, bin it, kill it”	Risk Rating: High/Med/ Low	All Staff present with their group	If children are not being supported to wash hands there is the potential risk of contamination of Covid-19 with the children. Helping and making sure that small children get the support as well.	
Hand Sanitizer:	Risk Rating: High/Med/ Low	Hand sanitizer to be deployed into each bubble group for children to use throughout the session. It is vital that the group leader makes sure that they are full and ready for use.	Risk Rating: High/Med/ Low	Group leaders	If hand sanitizer is not used then a risk of contamination could be spread.	
Toilets:	Risk Rating: High/Med/ Low	<ul style="list-style-type: none"> Children to use the toilets that have designated for them by the group leaders and only one child at time to use the toilet. All external toilet doors are to be propped open to avoid Covid-19 contamination from touching the door to enter. 	Risk Rating: High/Med/ Low	Group leaders	If children do not use the toilet that has been placed for them or more than one child uses them then you could have contamination of Covid-19.	

• 2. Staff within the setting




• Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
• Staff availability to work	<u>Risk Rating:</u> High/ Med / Low	<p>It is vital to consider staff wellbeing. Considerations of support for anyone who may have suffered bereavement or an illness.</p> <p>If anyone is displaying symptoms or has someone in their household in the last 10 days should remain off work until suitable to return.</p> <p>The main symptoms of Covid-19 are:</p> <ul style="list-style-type: none"> • A high temperature • A new continuous cough • A loss or change to your sense of smell or taste. <p>The staffing audit should be reviewed regularly and may change if someone is unwell, so it's key to make sure that all areas are covered.</p> <p>Considerations are needed for staff showing symptoms of a common cold or flu, these staff must not come to work and should seek a test to eliminate Covid-19</p>	<u>Risk Rating:</u> High/ Med / Low	Management	If the management do not do checks on who is available to work there is a chance that if anyone was go into isolation there may be no cover, so vital that all areas are covered.	
• Group leaders	<u>Risk Rating:</u> High/ Med / Low	<p>All group leaders will need to make sure that they have the correct resources and products to be able to carry out their roles to the best of their ability, as it will reduce the risk of infection.</p> <p>Group leaders will be responsible for a small group but no limit is placed onto group sizes as there is now not the need to work in small consistent groups of 15 children. This does mean that we still need to make sure we do not exceed high numbers in any one group. Groups will still be working in their year group bubbles within the club.</p> <p>Each individual year group will have a specific individual working area, and will not share the area with any other year groups; this will include different tables with more than a two metre distance between them to maintain social distancing. The leaders will be responsible for the children in their groups and also working with consistent groups.</p>	<u>Risk Rating:</u> High/ Med / Low	Individual group leader	If the daily activities are not planned for the day ahead and routine could be compromised.	

<ul style="list-style-type: none"> Staff to be deployed to clean 	<p>Risk Rating: High/Med/ Low</p>	<p>Each group leader will be responsible for cleaning their specific working area at all times. This will include all areas such as:</p> <ul style="list-style-type: none"> - frequently touched surfaces - equipment - door handles - toilets <p>By doing regular cleaning during the session this should minimise the potential risk of infection or contamination spreading. Also making sure that all soap dispensers are filled.</p> <p>Some equipment such as material objects will be washed at the highest setting make sure they are cleaned thoroughly</p>	<p>Risk Rating: High/Med/ Low</p>	<p>Staff member for deployed for cleaning</p>	<p>Staff while cleaning must make sure all areas are cleaned thoroughly to reduce risk of infection.</p>	
<ul style="list-style-type: none"> Staff Uniform 	<p>Risk Rating: High/Med/ Low</p>	<p>All staff MUST make sure that their work uniform and clothing is to be cleaned at the end of each day and clean and fresh clothing and uniform worn each day. This is making sure that all staff have the necessary uniform for work.</p> <p>Staff should be advised to bring in a spare set of uniform to change into if coming into contact with a child with potential symptoms of Covid-19.</p> <p>Staff must not be wearing any hand or arm jewellery such as rings and watches.</p> <p>Staff travelling on public transport i.e. buses should wear a spare set of clothing. Staff travelling to work on their own either by walking or travelling in their own vehicle do not need to wear different clothing and can wear their work uniform to work.</p>	<p>Risk Rating: High/Med/ Low</p>	<p>Individual staff members.</p>	<p>If the individual staff do not have the necessary uniform they cannot keep the uniform fresh and clean ready for the following day.</p>	
<ul style="list-style-type: none"> Masks 	<p>Risk Rating: High/Med/ Low</p>	<p>Staff will be required to wear face coverings when taking the children to and from school and when walking around the school site and have the option of wearing a face covering when working inside the club at their own discretion. Masks will be worn when greeting children and parents at the gate and any face to face contact.</p>	<p>Risk Rating: High/Med/ Low</p>	<p>Individual staff</p>	<p>If not following the rules put into place could cause risk of contamination.</p>	
<ul style="list-style-type: none"> Staff communication with management 	<p>Risk Rating: High/Med/ Low</p>	<p>Management are sending out information to all staff and it is vital that all staff know to respond to the manager's requests when they are sent out for completion; this also means that they are completed and returned with quick response, to help the management with the future planning of the club.</p>	<p>Risk Rating: High/Med/ Low</p>	<p>Individual staff member</p>	<p>If staff fail to communicate with management there will be a breakdown in communication in being able to move the club forward in the right direction and more essential and the potential</p>	


		Also staff communicating with their management team that if anyone in their family becomes unwell or starts to show symptoms of Covid-19 the management team are alerted.			spread of Covid-19.	
<ul style="list-style-type: none"> Communicating with staff 	<u>Risk Rating:</u> High/ Med / Low	<p>The staff are familiar with the procedures; however it is key that all staff have a good understanding of their roles when the club operates. This is to make sure that the staff understands the new measures that as a setting we have put in place to reduce the transmission of Covid-19, this is key to make sure that staff know how to review any policies and procedures and to talk to staff management to answer any questions or any concerns they may have.</p> <p>Staff should also know that if they have anyone in their household that have symptoms of Covid-19 they should not attend work in any circumstances, if staff do develop any symptoms they should request a test.</p> <p>Staff should also know when working at the club they may need to use various types of PPE to protect themselves within their roles as well as to carry out their jobs, staff will receive training (Covid-19 Awareness CPD Online College Training) on infection control and putting on and taking off and disposing of PPE.</p> <p>Staff will also need to identify and support any vulnerable children and parents that return to setting. Staff will also be having weekly zoom meeting to update on any information that needs that needs to be shared.</p>	<u>Risk Rating:</u> High/ Med / Low	Management	<p>Staff need to have the correct information in moving forward to be able to carry out their roles to the best of their abilities.</p> <p>If staff are not supported and helped there could be some kind of miscommunication.</p>	
<ul style="list-style-type: none"> Vulnerable staff 	<u>Risk Rating:</u> High/ Med / Low	<p>Staff that may be clinically vulnerable for various reasons such as:</p> <ul style="list-style-type: none"> Medical Mental health Shielding <p>Staff that may be suffering from one of the above will need to work with their management team to be able to find what is best for their health during Covid-19.</p> <ul style="list-style-type: none"> Medical- if staff have any health concerns that are listed from the gov website staff members and their management team should work together if they can be in the workplace or if they need to shield and be placed onto flexi-furlough though since April 1st they are being advised that shielding is no longer required. 	<u>Risk Rating:</u> High/ Med / Low	Management and individual staff members	<p>If the management do not recognise if staff should not be at work for health reasons the staff could struggle or become unwell. So it is keen that the staff are supported.</p>	

		<ul style="list-style-type: none"> If staff are suffering from mental health concerns the management team should work alongside the staff member or any other agencies to see if they are fit to work during tough times and if they need time to away from work. The management should be making sure that the staff member has the correct support by holding regular meetings and communicating to make sure the staff member is coping through a period of Covid-19 				
<ul style="list-style-type: none"> Flexi Furlough 	<u>Risk Rating:</u> High/ Med / Low	<p>Staff will be placed onto flexi-furlough that has been implemented until the end of September 2021 by the government. Staff if not required to work as the club will be having lesser children will be placed onto flexi-furlough where they get 80% of their wages paid by the government until July where it starts to get down and the employer will make up the 10%.</p> <p>Though the staff should also understand that if they are required to work then they will be required to work when asked by their management team.</p>	<u>Risk Rating:</u> High/Med/ Low	Management/ staff	Management will place all staff onto flexi-furlough, though staff should understand the way the club runs during Covid-19	
<ul style="list-style-type: none"> Staff Flow Testing 	<u>Risk Rating:</u> High/ Med / Low	<p>Staff will be asked whether they would like to take part in the schools Covid-19 Flow Testing. This is something that is not compulsory, though as a duty of care that is being given to the children it is good if staff do take part in the testing. As the school provide us with the testing kits. Staff will be provided with a testing kit and will if they do wish to take part in the testing, the tests should be done on a Wednesday and Sunday and all results should be emailed to the Club Manager so that details can be kept and also a copy sent to the School. If the result does come back as positive or two void attempts the member of staff should seek to book a Covid-19 test at a centre and not attend work until the result comes back. If the staff member's test comes back negative the staff member can continue to work.</p>	<u>Risk Rating:</u> High/Med/ Low	All staff	If staff do not follow the correct procedure of the test kit there could be incorrect readings, so staff have a responsibilities to make sure they follow the correct procedure.	


3. Activities





• Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
• Indoor & outdoor activities	Risk Rating: High/ Med / Low	The groups will be doing the majority of their activities outdoors where possible to minimise the risk of mixing the groups of children to stay protected during the session they will need to bring in adequate clothing for the weather. Children will also be taking part in some indoor activities (table based) if weather doesn't permit us to be outdoor doing activities. When using the outdoors the year groups will play in a designated area allocated to them so they are not mixing with any other year groups.	Risk Rating: High/ Med / Low	All group leaders	If not doing outdoor activities there could be a risk of infection spreading in enclosed space and it is healthier to be outdoors.	
• Risk assessments	Risk Rating: High/ Med / Low	To maintain the best possible safety for all staff and children the planning of activities for all clubs including the breakfast/ afterschool and holiday club that the activities have been planned for are all able to be carried out in the safest way.	Risk Rating: High/ Med / Low	Management/gr oup leaders	If the safety of activities are not carried and risk assessed then they should not be carried out.	
• Shared equipment	Risk Rating: High/ Med / Low	All resources that are shared between the groups will need to be cleaned thoroughly before use and also making sure that it is being stored in the correctly.	Risk Rating: High/ Med / Low	All group leaders	If equipment is not stored in the correct way or being cleaned correctly then there is a risk of contamination being spread between the different ages in the club.	

4. Arrivals and Collection






Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
<ul style="list-style-type: none"> Pick-ups & Drop off 	Risk Rating: High/ Med / Low	Only one parent is permitted to collect their child from the club at any one time. Parents will also be unable to access the room indoors and when collecting should maintain a good distance from the doorway to the club. The group leader will have their own ipad/laptop to greet and sign in/out the children during the session, masks MUST be worn by parents when dropping off and collecting. Parents will need to use the Dennis Way entrance.	Risk Rating: High/ Med / Low	All parents and carers	If more than one parent collects then they could be potentially spreading Covid-19 and unable to maintain the correct distance.	

5. PPE

Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
<ul style="list-style-type: none"> PPE 	Risk Rating: High/ Med / Low	<p>Guidance currently states that staff within the setting will not necessary need to wear PPE. Though if a child does become unwell and you need to attend to a child for any reason and a two metre distance cannot be maintained then the use of PPE would need to be used. Each leader will need to make sure that they have the following items of:</p> <ul style="list-style-type: none"> Disposable gloves Disposable apron Goggles/face masks <p>Once the PPE has been used it should bagged and placed into the bins straight away so that they are not used again. PPE will be ordered and stocked and kept full and first aid resources will also be checked and replenished. Though if the staff do wish to wear a face covering this will be available for them to have.</p>	Risk Rating: High/ Med / Low	Management/ group leaders	If the use of PPE is not being used correctly or when it should be used there is a potential risk of infection being spread around?	




<ul style="list-style-type: none"> Equipment 	<u>Risk Rating:</u> High/Med/ Low	Prior to club operating it is important to make sure that any equipment that is unnecessary is put in storage. As a setting we have a storage area which we can sort out equipment that we are able to use and clean easily, it is also good to place any unnecessary equipment within the area until we are able to use again. All activities that are to be carried out will need a visual risk assessment prior to the equipment being used, which will include ensuring that the equipment is kept clean.	<u>Risk Rating:</u> High/Med/ Low	All group leaders	If the equipment is not being used correctly or cleaned in the correct way there is a potential risk of infection being spread.	
<ul style="list-style-type: none"> Resources 	<u>Risk Rating:</u> High/Med/ Low	The leaders of the individual groups should make sure that they have their own resources for their own area, within the resources this should contain some of the basics: cleaning spray, cloths, stationary and hand sanitiser this will also contain will be an emergency kit of masks, disposable gloves & aprons are available within the cleaning cupboard.	<u>Risk Rating:</u> High/Med/ Low	Management and staff to make sure that each group leader has the correct resources	If the resource boxes are not made up then the staff will not always be able to do various roles of cleaning or activities that need to be carried out	
<ul style="list-style-type: none"> Stock take 	<u>Risk Rating:</u> High/Med/ Low	Regular stock takes should be in place to make sure that the correct resources such as cleaning equipment, cloths etc. are available at all times. If they are running low and not able to be restocked then the cleaning products should be used accordingly so that they do not run out.	<u>Risk Rating:</u> High/Med/ Low	All group leaders	If the stock is not monitored then there is a chance of running low and not having the correct resources in place to do the role correctly.	
<ul style="list-style-type: none"> Adminstrating First Aid 	<u>Risk Rating:</u> High/Med/ Low	<ul style="list-style-type: none"> Gloves, face mask and apron to be worn if a child is presenting any symptoms of Covid-19 	<u>Risk Rating:</u> High/Med/ Low	All group leaders	If the leaders do not wear the correct PPE when administrating first aid there could be a potential spread of contamination of Covid-19.	



6. Information sharing with parents

• Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
• Reduced face to face contact	Risk Rating: High/ Med / Low	Staff will be reducing face to face contact with parents due to the high levels of transmission of Covid-19, so any verbal conversations will be at a minimal and mainly through email.	Risk Rating: High/ Med / Low	All group leaders & parents/ carers	If the face to face contact is not followed then there could be high levels of Covid-19 be transmitted.	
• Masks	Risk Rating: High/ Med / Low	Masks MUST be worn by parents when dropping off and collecting their children when on the school site. Though a two metre distance should be maintained if more than one parent/carer is collecting form other parents.	Risk Rating: High/ Med / Low	All parents/carers	If parents do not maintain a two metre distance then a possible transmission of Covid-19 could be spread.	
• Bookings	Risk Rating: High/ Med / Low	With the guidance update bookings are no longer restricted to consistent numbers, though numbers will be still be monitored so we do not over populate the groups. Parents are being advised to contact the club for bookings and they can be opened up and parents can make the booking for their children. Leadership team will be working with parents on regular emails to update anything that may change or about the future booking or relations to the club.	Risk Rating: High/ Med / Low	Management/p parents/carers	Parents need to manage their accounts if not using our skeleton service all bookings need to be cancelled.	
• Group leaders	Risk Rating: High/ Med / Low	All group leaders will be making sure they are welcoming and also letting their children out at the end of the day, to minimise the transmission of Covid-19	Risk Rating: High/ Med / Low	All group leaders	To minimise the spread of Covid-19	
• Information with parents	Risk Rating: High/ Med / Low	As part of the running of the club the parents will be sent the relevant information. Parents will be sent an email in regards to how to access the club in regards to the entrance and exiting the club. The parents will be told who their child's group leader will be, and who they will be with throughout the time at the club. This will also include the area of the room and how to enter the room with signs. This is a way of reducing the potential risk of infection. As a setting it is vital that parents have a wider	Risk Rating: High/ Med / Low	Management to make sure that correct information is shared with the parents before the reopening of the club.	If the correct information is not shared there is the potential that people could mix when unnecessary, causing the risk of infection between the staff and children.	



		<p>understanding of how we intend to operate the club, this can be done by a continuous set of emails making sure that they are all aware of the new measures being put in place by club management to minimise the risk of Covid-19 infection around the club.</p> <p>Also making sure that all parents/cares know and understand the following that if their child has any Covid-19 symptoms or anyone within their household they should follow the correct procedures and not attend the setting under any circumstances.</p> <p>Parents will also be asked to make sure that they are booking in advance of themselves.</p>				
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7. Indoor/Outdoor room area


Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
<ul style="list-style-type: none"> Inside area to be measured 	Risk Rating: High/ Med / Low	<p>The indoor areas such as the canteen will need to be measured out to ensure that the 2.3 square metre per child is kept to within the guidance provided, though as long as groups are kept 2 metres apart the social distancing is being meant to.</p> <p>Depending on the size of the groups there will be different tables for the each year group in the group areas for the children to use, so that they are not mixing with each other. The different groups will be assigned various areas of outdoor space in which they can use.</p>	Risk Rating: High/ Med / Low	Management	The correct space needs to be put in place before club re-opens, if not we cannot put the correct space between the groups then the guidelines will not be meet correctly.	
<ul style="list-style-type: none"> Room ventilation 	Risk Rating: High/ Med / Low	All windows and doors will be open where possible to make sure that air is ventilating through the room.	Risk Rating: High/ Med / Low	All group leaders	If enclosed in the room there is risk of infection spreading around the room.	
<ul style="list-style-type: none"> Physical distancing between groups 	Risk Rating: High/ Med / Low	<p>Each group of children will be given a working area in which they can be in throughout the session, though if there are two groups in an outdoor area there should be enough space for them to be the correct distance apart.</p> <p>When the individual leader is with their group there will be no need to have an expectation of the two metre distance,</p>	Risk Rating: High/ Med / Low	All group leaders	It is vital that all group leaders maintain the correct distance between the groups, if this is breached then the chance of infection is spread.	

		as we are aware this may be difficult with some children. It is also vital that the sharing of equipment is reduced as this could be a chance of the infection spreading.				
• Movement around the room	Risk Rating: High/ Med / Low	The main canteen will be used so that the groups are equally spaced out and not mixing. The room is to be set up so that the groups do not mix throughout the session so this can be done by dividing the room up to keep the two metre distance between groups and making sure the walking area's to the toilet children are not used by another group at the same time.	Risk Rating: High/ Med / Low	Management/ staff leading group	The correct measure must be in place before the club re-opens, if these measures are not in place you are at risk of being joined and not keeping the correct distance apart.	
• Groups	Risk Rating: High/ Med / Low	Due to the latest guidance that has come out from 17 th May there will no longer be a need of consistent groups of 15. So you will be able to take more children into the group, though when allowing more children it should be taken into consideration the room size and also the layout of setting so that you can maintain social distancing . Children will remain in bubble year groups so that it is accessible to control the children that attend the club. For track and trace records all information in regards to children's attendance will be kept for 21 days.	Risk Rating: High/ Med / Low	Management/ staff leading group	Children will be monitored on bookings by management.	


8. Children

• Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
• Ratio's & reduced group sizes	Risk Rating: High/ Med / Low	The groups will be led by one leader who will be the leader for the group consistently for all sessions; This is to reduce the risk of swapping adults into the group and infection being spread. Following the updated guidance there is now no limit on numbers per groups though area space of the setting for each bubble groups should be taken into consideration when allowing new children into the group, and still minimising the mixing of groups attending the setting and allowing ventilation into the room.	Risk Rating: High/ Med / Low	Management	If the number of children is over the correct ratio put in place there could be a potential risk of infection, or the leaders may struggle to lead an over large group.	
• Personal belongings	Risk Rating: High/ Med / Low	Children may be bringing in their coats, bags and water bottles from home and these will be placed within a specific area within their groups In the cloakroom the children will	Risk Rating: High/ Med / Low	All group leaders	No belongings to be placed together from any of the children.	


		place their belongings in year groups. No toys or items should be brought in from home if so parents will be told to take the object home straight away; the only belongings to be brought into the club should be lunch bag, coat or spare clothing if needed.	Low			
• Stationary packs	Risk Rating: High/Med/ Low	Each child that attends the club will have their own stationary pack made up for them that will include (pens, pencils, scissors, glue, colouring pens & crayons) this will minimise the risk if the children using the same equipment and risking the spread of Covid-19. So with their own packs they can only use what they have in their own individual stationary packs.	Risk Rating: High/Med/ Low	All group leaders	If not using their own packs the children could be potentially spreading Covid-19	
• Staff supporting children	Risk Rating: High/Med/ Low	Some children may well be feeling nervous or anxious about coming to the club and also the return of schools so it is key to make sure that we work with parents in a safe way to encourage the children into the club though maintaining the social distancing rules. We will be understanding that some children will be upset and we understand that this may be hard to keep two meters apart, so the staff will be sympathetic in reassuring the child. In the case of a parent/carer needing to wait to collect them parents should be encouraged to move on and not wait around so that we can maintain social distancing of up to two meters or away from the site. Parents must not socially gather within the school site. Social distancing markers also may be used to keep the correct two metre distance.	Risk Rating: High/Med/ Low	All group leaders	It is vital that all staff are supported.	
• Children's temperatures	Risk Rating: High/Med/ Low	Settings do not need to take children's temperatures every morning or throughout the day unless it is felt necessary for the health of the child/worker	Risk Rating: High/Med/ Low	All group leaders All group leaders All group leaders	Not necessary to take temperatures though when a child is not well this is vital to make sure they are taken in a safe way.	
• Early years	Risk Rating: High/Med/ Low	Early Years Children will be located to having their own table within the room to do table activities, to limit the possibility to them mixing with older children and to follow the specific guidance for the EYFS.	Risk Rating: High/Med/ Low	All group leaders	If children are not supported they could potentially walk into another bubble or there is a chance of infection spreading.	
• Secondary Holiday Club Children	Risk Rating: High/Med/ Low	Any children that are attending the club during half term are now fine to not wear a face covering when attending the club indoors following the updated governments guidance.	Risk Rating: High/Med/ Low	Group Leaders	If the children are not wearing a face covering then there could be a risk of transmission of Covid-19	


<ul style="list-style-type: none"> Operating with multiple groups 	<u>Risk Rating:</u> High/ Med / Low	Multiple groups of children plus staff can use the same shared space, if that is necessary, with distancing between the groups. Where this is the case the other protective measures within this guidance will be even more important to minimise the risk of infection and transmission of the virus.	<u>Risk Rating:</u> High/ Med / Low	All staff	Staff must make sure that they are following the correct guidelines in their groups staying together and not mixing.	
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9. Meals and food provided at the club


<ul style="list-style-type: none"> Identifying The Hazards Assessing The Risk 	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
<ul style="list-style-type: none"> Food & menu for the club 	<u>Risk Rating:</u> High/ Med / Low	Any food that is purchased for the club will be as normal from supermarkets, though the menu will be kept basic for the club, though hopefully in the near future we will be able to do more of an option. Individual group leaders will prepare sandwiches and wraps for the children in their individual year groups. The menu will be basic with toast or cereal being offered at breakfast, by the individual group leader. Fruit will now only be available to children from the leader and no longer free flowed to reduce the risk of infection.	<u>Risk Rating:</u> High/ Med / Low	Management	The menu needs to be kept simple during present times. If the food is handled by anyone else other than own group leader there could be risk of contamination.	

10. Symptoms


• Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
Reporting / responding to a case of Covid-19	Risk Rating: High/ Med / Low	<p>As a setting the club should amend any details in the Covid-19 policy in the event of a case of Covid-19 so that the club is ready to follow the correct procedures.</p> <p>If anyone starts to display any symptoms of Covid-19 they should be sent home immediately and follow the guidelines set out.</p> <p>If a child in your care should start to show signs of Covid-19 then the child should be isolated with one member of staff if possible. A facemask should be worn if a two metre distance cannot be maintained whilst waiting for the child to be collected by their parent/carer. If you need to attend to the child and contact is needed then you should be using the correct PPE supplied (gloves, facemask & apron) should all be worn for protection.</p> <p>Once the child or adult with the symptoms of Covid-19 then the person that has been deployed to the cleaning should make sure that the area in which they were attending is thoroughly cleaned with correct products and any used PPE is disposed of safely.</p> <p>If the child or adult does test positive then they should be made to self-isolate for up to 10 days without attending the setting and following the guidelines that have been put in place by the government.</p> <p>Correct steps should be put in place should we need to deputise the manager or other staff that can fulfil the roles needed in the absence of another staff member. Though it should be remembered that you will need someone for roles such as paediatric first aid, SENCO, Designated safeguarding lead.</p> <p>Staff at the setting should be aware of the track and trace programme that is in place.</p> <p>All emergency contacts should all be updated in case of having to contact a parent/carer or a family member so that if collection is needed it is a fast process.</p>	Risk Rating: High/Med/ Low	All group leaders	It is vital that any cases of Covid-19 need to be reported or responded to if not there is a big chance of infection being spread to different people.	

<ul style="list-style-type: none"> Positive tests 	<u>Risk Rating:</u> High/ Med / Low	If a child or staff member has a positive test then we will seek the correct advice from Public Health England.	<u>Risk Rating:</u> High/ Med / Low	Management	If not followed it could cause more cases out breaking within the setting.	
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11. Taking Temperatures



<ul style="list-style-type: none"> Identifying The Hazards Assessing The Risk 	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
<ul style="list-style-type: none"> Staff temperatures 	<u>Risk Rating:</u> High/ Med / Low	All staff will be having their temperatures taken before they start their shift and this will be recorded. To make sure that they are showing no signs of Covid-19 Symptoms.	<u>Risk Rating:</u> High/ Med / Low	Duty Manager	If staff have a temperature then they will NOT be allowed to work	

12. Safeguarding


<ul style="list-style-type: none"> Identifying The Hazards Assessing The Risk 	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
Identifying safeguarding	<u>Risk Rating:</u> High / Med / Low	During the times of children being placed into their groups within the club with their leaders it is important the leader has the correct knowledge of the child in terms of any medical, dietary, or personal details. During the lockdown period some children may have suffered some anxiety and some mental health concerns it is being able to support the children if they have any concerns that surround this area. This could also be a way of supporting parents/carers who have had a time of uncertainty during this period of time	<u>Risk Rating:</u> High/ Med / Low	Management	The club management need to make sure that they need to make sure policies need to be maintained or updated if needed.	

		<p>due to covid-19 and feel anxious about their child or maybe suffering from bereavement during Covid-19 and the child may have picked up on their parents/carers feelings and be suffering to. Meeting the specific needs to make sure that we can prepare to meet their individual needs.</p> <p>As a setting it may be good to review our child protection policy in light of current Covid-19, and how as a setting that we can support the needs of the parents and children that need support on the attendance of the club re-opening. It may be good to review some policies for children with SEN and disadvantage children.</p> <p>As a setting it may be that we look at the set-up and routine of the club if we are to welcome children with SEN or and additional needs, as they may have gone through a tough period of time as they may not have been attending school or an additional setting, though as a club it is key that we evaluate if we are able to support the child within ratios, if the child does attend the club it is making sure that we look the designated lead for SENCO is on site or the interim SENCO is present if needed for support.</p> <p>It may be vital that when contacting parents prior to opening that we ask if their child EHC plan has changed or we need to know any further information.</p> <p>Though if anyone as a staff team has any concerns about a child or parent/carer they should make disclosure to the designated safeguarding lead, to carry out and see if there are concerns need to be carried further.</p> <p>Should any concerns or support be required in regards to safeguarding and SENCO relevant information will be passed to specialist staff within the school.</p>				
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13. Visitors / Agency Staff

Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
Contractors	Risk Rating: High/Med/ Low	Management to liaise with school about the potential work that is happening around the school grounds, when this is happening the groups to use some different area's to keep social distancing measures. All contractors that may need to use the main room should wear a mask for safety reasons to minimise the risk of Covid-19 spreading.	Risk Rating: High/Med/ Low	Management/ Group leaders	Making sure that there is no health & safety concerns with work happening and minimise the contact with contractors.	
Visitors / Agency Staff	Risk Rating: High/Med/ Low	Visitors are to be permitted into the room where the groups are based. We will be using Agency staff from now on to cover any staff if necessary and we are unable to cover with Kidz Enterprise Staff first. Any agency staff will be used from Worldwide Education who will be asked to follow the correct procedures in accordance to the risk assessment and also Covid-19 regulations in place at that time.	Risk Rating: High/Med/ Low	All group leaders	If a visitor enters the group building or zone symptoms could be spread between each other and then have the risk of infection spreading.	

14. Transport

Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
Transport	Risk Rating: High/Med/ Low	Parents will be asked to transport children as a family to the club and not lift share. If staff and children have to use public transport, they need to wear a form of facemasks/coverings and have hand sanitiser before using the transport and after leaving the transport. Parents are only allowed to use the car park opposite the Infant school not the main teachers parking and parking is only permitted from 5pm in the evening.	Risk Rating: High/Med/ Low	All group leaders	If children arrive in the same transport then they are at risk of spreading and catching symptoms of Covid-19. So it is vital parents and carers follow the rules on travelling in their own vehicles or by walking to the club.	

15. NHS Test & Trace

<ul style="list-style-type: none"> Identifying The Hazards Assessing The Risk 	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
<ul style="list-style-type: none"> NHS Test & Trace 	<u>Risk Rating:</u> High/ Med / Low	The NHS Test and Trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so. The service: <ul style="list-style-type: none"> provides testing for anyone who has symptoms of coronavirus (COVID-19) to find out if they have the virus gets in touch with anyone who has had a positive test result to gather information about any close recent contacts they have had alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus It is vital that out-of-school setting providers play their part by: <ul style="list-style-type: none"> making their settings as safe as possible for staff, children and parents promoting the need to get tested if anyone is symptomatic requesting that workers self-isolate if they have been asked to do so supporting their workers when in isolation keeping records of which children and staff are in which groups and saving this information securely for at least 21 days where required, displaying an official NHS QR code poster from 24 September 2020, so that staff, visitors and other relevant setting attendees can 'check in' using this option as an alternative to 	<u>Risk Rating:</u> High/Med/ Low	All staff	Staff fail to download this app they could be in danger of not knowing the signs or traces of Covid-19	

providing their contact details

For more information, read

If anyone in your setting becomes unwell with one of:

- a new, continuous cough
- high temperature
- loss of, or change in, their normal sense of taste or smell (anosmia)

They should be sent home and advised to follow.

If a child in your setting has become unwell with any of these symptoms and is awaiting collection, they should:

- move, if possible, to a well-ventilated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision
- move to an area which is at least 2 metres away from other people, if it is not possible to isolate them or you offer provision outside
- use a separate bathroom if possible - this should be cleaned and disinfected using standard cleaning products and following the before being used by anyone else


PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).


In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped a child with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, they should be tested) or the child subsequently tests positive (see 'What happens if

		there is a confirmed case of coronavirus (COVID-19) in a setting'). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area of the setting with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.				
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16. Symptom control

• Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place*
• System of controls	Risk Rating: High/ Med / Low	Prevention 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does or have been advised by NHS Test and Trace to self-isolate, do not attend your setting 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered 3) ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) cleaning frequently touched surfaces more often than usual using standard products, such as detergents and bleach; see the guidance. 5) minimising contact and mixing by altering, as much as possible, the environment (such as layout) and timetables (such as allowing for sufficient changeover time to clean the area between different classes or groups of children and	Risk Rating: High/Med/ Low	All staff	Making sure that all measures are kept to minimise the spread of COVID-19	

		<p>ensuring areas do not become overcrowded)</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Numbers 1 to 4 must be in place in out-of-school settings, all the time</p> <p>Number 5 must be properly considered and providers must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances. See the section on personal protective equipment (PPE) for more information.</p> <p>Response to any infection</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the out-of-school settings community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p> <p>Where possible all spaces should also be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>If you run tuition or activities out of your own home, you should consider whether a specific, well-ventilated room could be designated for this.</p>				
<ul style="list-style-type: none"> System of controls: 	<u>Risk Rating:</u> High/Med/ Low	Ensure children, staff and other adults do not come into settings if they have coronavirus (COVID-19) symptoms for	<u>Risk Rating:</u> High/Med/ Low	All staff	It is vital to follow all of the above for safety of Covid-19	

prevention		<p>at least 10 full days from:</p> <ul style="list-style-type: none"> • the day after the start of their symptoms • the test date if they did not have any symptoms but have had a positive test, (whether this was a <u>Lateral Flow Device or Polymerase Chain Reaction test</u>) <p>Anyone developing those symptoms during the day is to be sent home. These are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) they:</p> <p>must be sent home to begin isolation, the isolation period includes the day the symptoms started and the next 10 full days - if any of the individual's household members are also present at the setting they will need to be sent home at the same time. Other members of their household (including any siblings) should isolate. Their isolation period includes the day the first person in their household's <u>symptoms</u> started (or the day their test was taken if they did not have symptoms, whether this was a <u>Lateral Flow Device or Polymerase Chain Reaction test</u>), and the next 10 full days.</p>				
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17. Fire Procedures

• Identifying The Hazards Assessing The Risk	Rating	Control Measures Reducing The Risk	Rating	Person responsible	Procedure to take if control measures fail	In Place
• Fire Safety Procedures	Risk Rating: High/ Med / Low	Adapted emergency evacuation procedures, to allow for groups to exit out of relevant fire exits points and to the correct fire meeting point on site.	Risk Rating: High/Med/ Low	All group leaders	If signs are not posted around the room, then children and staff be unaware of where to go and exit the building in an emergency.	

- Risk Assessment date completed: 21.06.2021
- Risk assessment completed by: Simon Maher (Kidz Enterprise Deputy Manager)
- This risk assessment is being updated on a regular basis due to the guidance changes on Covid-19