

Victoria Centre Holiday Club COVID-19 Risk Assessment Plan

Risk: Transmission Through Contact	Who	Protective Measures Taken:	Status/RAG Rating
<p>To create strategies for social distancing by considering:</p> <ul style="list-style-type: none"> • Use of available rooms/spaces for the group of 20 children (one session available, from 8.30am-4.30pm daily) • Mealtime provision – breakfast and two snack available daily/ lunches not provided • Using outdoor space to minimise transmission-growing garden and outside play area. Bailey room and the Sanctuary room also available daily. 	All staff	<ul style="list-style-type: none"> • One bubble created for children to be grouped with consistent staff. • Age ranges have been mixed across age 4-11 to accommodate siblings together. • Created new session times and limited spaces to avoid mixing children across session. • Tables to be separated and children to be spread out in the Sanctuary and Bailey room to practise social distancing. • Rolling snack to be supervised and kept to a maximum of two children at the table. • Make good use of outdoor spaces as often as possible • outdoor spaces (growing garden, outside play area) Bailey and Sanctuary room for use by one bubble (20 children) • Prepared staff folder with key information about revised procedures. • Use of communal areas indoors restricted. • Staff meetings and training will be conducted through virtual conferencing or completed online. • Staff advised not to car share to travel to and from work at this time. • Staff advised on current travel guidelines if having to use public transport to get to and from work. 	Green
<p>To reduce risk of exposure to COVID-19 by considering: PPE provision for personal care needs.</p>	All staff	<ul style="list-style-type: none"> • Staff to wear masks all the time when working in Holiday Club due to children attending the club coming from all different schools. To limit the contact. • Stock check of essential supplies completed prior to opening e.g., gloves, aprons, hand soap, hand sanitiser, disinfectant, toilet rolls and tissues. • Stock levels will be monitored closely. 	Green

		<ul style="list-style-type: none"> Supplies placed in each room for easy access to prevent staff leaving rooms for necessary equipment. Make use of toilet facilities within each room where possible to avoid further cross contamination. First aid box contents- stock and use by date on products are checked regularly. 	
To establish procedures to ensure regular hand washing in accordance with guidelines	Allocated staff	<ul style="list-style-type: none"> Staff member assigned to refill soap dispensers throughout the day. Children and staff encouraged to wash hands when entering the setting; after coughing or sneezing; after using the toilet; before and after handling food and prior to leaving the setting. Hand washing posters displayed in all rooms for staff and children as a reminder. 	Green
To identify a contained room or area for use should a child or staff member show symptoms of Covid-19 (Preschool room)	Nominated first aider	<ul style="list-style-type: none"> Those displaying symptoms will be relocated to the isolated room with a first aider until they can be collected. Illness policy adapted. Parents made aware of stricter guidelines around ill health and attendance. Staff to be briefed on symptoms of COVID-19 to be able to spot signs. Parents must collect children as soon as possible should they start to display COVID-19 related symptoms. Suitable PPE has been made available in this area for the staff member supervising. Staff members with symptoms will be asked to leave the premises immediately to isolate pending testing if available. 	Green
Risk: Staff and Children's Attendance			
To identify staffing levels to ensure the reintegration of children adheres to social distancing guidelines	Provider and manager	<p>..</p> <ul style="list-style-type: none"> Seek to re-open to 4-year-olds up to 11 years old children with working parents as a priority group. Enable younger siblings/children to attend if it helps parents to return to work. Sibling discount offered. 	Green

		<ul style="list-style-type: none"> Contingency plan has been developed to cover staff absence/sickness. Staff contracts identified that need to be issued, extended, or amended. Plan in place for the induction of new staff, obtaining references and DBS checks. Parents advised on notifying setting if taken ill and symptoms so that isolation advice can be adhered to. 	
To manage anxiety of staff members through the communication of expectations, process, and procedures for day-to-day operation	Senior managers	<ul style="list-style-type: none"> Staff meeting held virtually/ WhatsApp chat group available to share expectations with all staff and to address concerns. Regular 1-1 opportunities available to allow staff to express concerns. Access to well-being and mental health support communicated and shared with staff. 	Green
Staff engage with the NHS Test and Trace process	All staff	<ul style="list-style-type: none"> Staff must understand the NHS Test and Trace process. Staff members and parents/ carers understand that they must be ready and willing to: <ul style="list-style-type: none"> a) Book a test if they are displaying symptoms. b) Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (Covid19) or if asked by NHS Test and Trace c) Self-isolate if they have been in close contact with someone who test positive for coronavirus (Covid19) d) Anyone who is unwell and displays symptoms can and should get a test asap. If the staff refused to be tested, they are not allowed to access the setting / this will be recorded as unauthorized/ unpaid leave. e) Staff and parents must inform the setting immediately of any test results they receive. 	

<p>Promoting and engage in asymptomatic testing</p> <p>Booking a polymerase chain reaction (PCR)test</p>		<ul style="list-style-type: none"> • Rapid testing remains a vital part of our plan to suppress this virus. Promote and engage staff to participate in rapid lateral flow antigen tests to allow our setting to identify asymptomatic cases that would otherwise go undetected. (Home test kits available twice weekly) • Anyone who display symptoms of Covid19 or staff who have a positive rapid lateral flow test result, should get a PCR test as quickly as possible. Test for symptomatic illness can be booked online through testing for Covid-19 or ordered by telephone through NHS 119. 	
<p>To share information detailing processes and procedures for day-to-day operation to reassure parents of mitigation against risk</p>	<p>Provider and manager</p>	<ul style="list-style-type: none"> • Parent letter written in partnership by provider and manager, has been shared with all parents. • Clear expectations for parents have been shared. • Details provided of safeguarding measures in place to mitigate risk of infection. 	<p>Green</p>
<p>To establish processes and procedures and share with parents for pick up and drop off arrangements to ease pressure on 'pinch points'</p>	<p>Manager</p>	<ul style="list-style-type: none"> • Staggered start and end times have been established. • Start time changed. • 'Drop and go' procedure put in to place with more communication taking place via telephone or email. • Only 1 adult will be able to drop off and collect their child. • Posters displayed outside to promote social distancing for parents waiting to drop off or collect. • Parents advised we are unable to store car seats etc. on site at this time. • Requirements have been shared with parents through parent mail/email. • Updated phone and email emergency contact lists for staff and parents. 	<p>Green</p>
<p>To establish a process for collecting a child due to illness or an existing appointment during the day</p>	<p>Manager</p>	<ul style="list-style-type: none"> • Guidance for collection has been established and shared with parents through parent mail. 	<p>Green</p>

		<ul style="list-style-type: none"> Those displaying symptoms will be relocated to the isolated room with a first aider until they can be collected. 	
Risk: Maintaining Cleanliness			
To prepare by carrying out a deep clean of the premises and in particular the kitchen prior to re-opening before food preparation resumes	Cleaning team	<ul style="list-style-type: none"> Cleaned and disinfected all areas and surfaces prior to reopening and if necessary, utilized pest control for insect infestations, particularly in the kitchen and/or food preparation areas. 	Green
To maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff	<ul style="list-style-type: none"> Follow government guidelines as follows: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Staff have been made aware of additional cleaning responsibilities and briefed on infection control and additional risk assessments. Daily checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: <ul style="list-style-type: none"> Door handles Tabletops / Chairs Toys/ equipment/ resources Light switches Books Toilets Sinks Doorbell Staff to wear disposable or washing-up gloves and aprons for cleaning. In areas where a breakout of COVID-19 is suspected all cleaning materials will be double-bagged, then stored securely for 72 hours and thrown away in the regular rubbish after cleaning is finished. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with symptoms additional PPE must be worn - use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. 	Green

		<ul style="list-style-type: none"> • Where possible soft furnishings have been removed from the environment where they are not washable, wipe able or disposable • A 'no toys/items from home' policy established during this time except for essential comforters. • Only children who are symptom free or have completed the required isolation period are able to attend. • Only staff who are symptom free, have completed the required isolation period or achieved a negative test result will be allowed to return to work. • Staffing levels limited to only those required to care for the expected occupancy levels on any given day that meets children's needs and achieves the cleaning requirements. • No visitors will be permitted in the building unless absolutely necessary. • Where safe to do so, windows will be opened to allow for airflow. • Staff must wear clean clothes daily. • Children must wear clean clothing daily. 	
Ensure cleanliness of outdoor equipment is maintained	All staff	<ul style="list-style-type: none"> • Where used, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment. 	Green
Risk: Safeguarding			
To complete building and site checks before re-opening	Site Supervisor or manager	<ul style="list-style-type: none"> • Building and site checks completed to ensure any health and safety issues that need attention prior to re-opening are identified and actioned <p>Checks carried out on the following:</p> <ul style="list-style-type: none"> • gas • heating • water supply • mechanical and electrical systems (PAT testing) • catering equipment 	
To ensure compliance of fire safety systems	Site supervisor or manager	<p>Checks carried out to ensure that:</p> <ul style="list-style-type: none"> • all fire doors are operational • fire alarm system and emergency lights are operational 	Green

<p>To identify actions required to ensure sufficiency in meeting increased demand for support where children are:</p> <ul style="list-style-type: none"> • In need of early help • Have additional needs such as behaviour, sensory impairment etc. • Exhibiting mental health and well-being issues • In need of bereavement counselling • Meeting the social care thresholds 	<p>All staff supported by SENCo/DSL and/or manager</p>	<ul style="list-style-type: none"> • Children have been identified where there may be concerns, regular contact is made to these families. • NHS guidance to hand if needed. • List of useful websites identified to be able to put support in to place quickly or signpost parents. 	<p>Green</p>
<p>To update staff knowledge of emerging safeguarding issues</p> <p>Safeguarding and welfare children</p>	<p>DSL/manager</p> <p>All Staff</p>	<ul style="list-style-type: none"> • DSL undertaken relevant online training. • Briefing given to all staff on return to work to include updates on current child protection issues. Particular focus on the toxic triangle of domestic abuse, substance misuse and mental health. • Reinforced safeguarding procedures, specifically in relation to disclosures made by children to ensure staff are prepared to respond skilfully and appropriately. • SENCo- Marta Jankowska • DSL – Sophie Hawes/ Marta Jankowska <p><u>Consider using activities to:</u></p> <ul style="list-style-type: none"> • Provide more focused support where issues are identified. • Support the rebuilding of friendship and social engagement • Address and equip children to respond to the impact of Covid-19 and associated restrictions • Support children with approaches to improving their physical and mental wellbeing 	<p>Green</p>

Risk Assessment created by: Marta Jankowska / Head of Childcare Services

Holiday Club Staff signature:

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