

Sidings Community Centre

Risk Assessment for Out-of-School Holiday Playscheme for Children aged 5 – 11 years (as per post 19th July 21)

This Risk Assessment is for Sidings Community Centre’s After School Settings and Holiday Play Service for Children aged 5 – 11 yrs. If there are any significant changes during play scheme, staff, parents or named carers will be informed.

Risk or Hazard	Who is at risk	Action taken to reduce risk	By Whom	Further Action Needed	Date when action to be completed
<p>Risk from being vulnerable status</p>	<p>Staff and children attending the scheme</p>	<p>Risk Assessments under taken for all staff and children before attending the scheme. Staff to record whether they are partially or fully vaccinated and advised to take Lateral Flow Tests before and during the scheme as recommended. For children needing additional consideration, as regards to COVID or other specific considerations (eg allergen intolerance or other medical conditions) action taken to reduce risk as per updated guidelines or other policies related to the play service (eg Food Safety Policy). Parents to be circulated with this Risk Assessment upon registering for any of our After School or Holiday Play Service settings – with updated guidelines in place post 19th July 21. Staff to continue to observe any recommended or appropriate social distancing and other appropriate safety and COVID cautionary procedures still in place.</p>	<p>Centre Manager for Staff RA’s. Staff responsible for registering children.</p>	<p>Action to be taken reduce risk or concerns identified. Possibility of Lateral Flow (Centre has on site) or PCR Testing to be taken and suitable current guidelines followed (as of July/August 21)</p>	<p>As risk arises or before start of the scheme.</p>

Risk of infection from the following:	Who is at risk	Action taken to reduce risk	By Whom	Further Action Needed	Date when action to be completed
<p>COVID19 Virus transmission</p>	<p>Staff and children attending the scheme</p>	<p>Daily reminders to children at start and during session about frequent hand washing and hand sanitising. Staff to ensure children hand sanitise at suitable intervals and avoid sharing equipment where appropriate.</p> <p>Signs displayed to demonstrate how to wash hands in washrooms/toilets.</p> <p>Clear instructions and signage to be given for “catch it, bin it, kill it” action steps if coughing or sneezing. If coughing or other symptoms persist, parents advised and requested to collect child/ren and take a LFT or PCR test. Child/ren removed to separate space away from others whilst being supervised and supported. Appropriate action to be taken as per guidelines for action in case of positive result.</p> <p>Sufficient covered bins placed throughout building for disposable tissues, followed by hand sanitising/washing. PPE to be worn when disposing of bagged rubbish outside in covered bins.</p> <p>Children and staff given specific areas for leaving any coats or bags to reduce risk of</p>	<p>Play Scheme staff</p> <p>Centre Manager and Admin Worker</p> <p>Playscheme Staff</p> <p>Centre to provide covered bins – to be cleared and cleaned daily using appropriate PPE and advised to take LFT at suitable intervals according to updated guidelines.</p> <p>Staff to place child/ren in separate space if coughing or sneezing symptoms persist</p> <p>Staff and children to use allocated</p>	<p>Monitoring of hand sanitisers by cleaning and playscheme staff to ensure sufficient supplies always available</p> <p>Signage to be posted in extra areas if reinforcement is needed.</p> <p>Updates at start of week for any new children in bubble</p> <p>Frequently during session</p> <p>Reminders at start of week for</p>	<p>Before Scheme begins and then Daily/Weekly</p> <p>As and when necessary for duration of scheme</p> <p>At start of each week for duration of the scheme</p> <p>Daily during session</p>

		<p>infection from belongings. Personal belongings to be kept to a minimum.</p> <p>Staff and Children to be asked to hand sanitise upon entering, and given frequent reminders about washing hands and/or sanitising. Children to have temperature taken when arriving and after lunchtime – if registering 38 degrees upwards – parents contacted to remove child and advise to get a PCR test as this would be a recognised COVID19 key symptom.</p> <p>Scheme operates within recommended guidelines for activities and continues to observe some social distancing to reduce risk of transmission. Children to be allocated “key worker” for registration and key communication/needs concerns.</p> <p>Toilets – staff and children not to use shared toilet facilities. Use of toilets/wash rooms to be explained to children – signs to be displayed to encourage safe use of toilet space, with access being controlled for numbers at any one time. Hand sanitising on entry and when leaving after hand washing. Paper towels in closed lid bins. Additional ventilation to be switched on during play scheme usage to reduce risk of transmission.</p>	<p>locations for storage of personal belongings.</p> <p>Play Scheme staff to ensure this happens</p> <p>Centre Staff/Play Scheme staff to ensure registered children only attending.</p> <p>Play Scheme staff to supervise and check/clean toilets -& wipe surfaces during session.</p>	<p>any new children in and key worker allocated</p> <p>Reminders at start of week for any new children/</p>	<p>At start of each week for duration of the scheme</p> <p>At start of each week for duration of the scheme</p>
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		Play Scheme staff to check on cleanliness during scheme – wearing suitable PPE and wipe down handles, etc during breaks.			
Risk of infection from the following:	Who is at risk	Action taken to reduce risk	By Whom	Further Action Needed	Date when action to be completed
Cleaning and hygiene	Staff & children attending the scheme	<p>Centre carries out regular cleaning regime of premises and ensures other key safety requirements (legionella, kitchen and food preparation) are met and recorded to satisfaction.</p> <p>Centre has enhanced cleaning schedule in place to include more frequent wiping down of chairs, tables, and all touch points before and during daily session, using suitable cleaning products & PPE which are to be disposed of in covered bins.</p> <p>Surface and washroom recognised COVID-safe cleaning products – spray bottles, gloves, masks, disposable wipes and clothes to be accessible to play scheme staff for more frequent cleaning of surfaces and items used by children during day. Children to have separate arts accessory packs for duration of scheme</p>	<p>Centre Manager/ Caretaker/cleaning Company/and Play Scheme staff as requested</p> <p>Centre Manager /Caretaker & Play Scheme Staff to ensure cleaning items in easily accessible locations but away from children</p>	<p>Ongoing supply of cleaning & PPE safety equipment & weekly monitoring of supplies</p> <p>Cleaning schedule to be adjusted to meet updated needs.</p>	<p>Weekly/daily enhanced cleaning regime to be continued.</p> <p>Shut down and Deep Clean of any affected areas if Test & Trace recorded</p> <p>Weekly monitoring re supplies</p>
Food hygiene	Staff and children	Parents asked to supply children with own water bottles. Children to be given own individual juice cartons and individually	Requests to parents ahead children of attending scheme	Parents to provide upon request	Food Safety Standards and procedures to be

	attending the scheme	<p>served lunches. Children to eat outside whenever possible or in large spacious hall.</p> <p>Children to wash hands and sanitise before and after handling/consuming any food.</p> <p>Lunch and healthy snacks to be provided individually to children using appropriate safety measure and regard to any child/ren with specific allergens. Qualified Chef to be responsible for cooking and/or handing out of food within appropriate food safety standard procedures. Food Safety Policy & procedures in place and on display. Kitchen work surfaces, cooker, & any food preparation equipment to be cleaned and sanitised with recommended COVID19 safety products</p> <p>Staff to wipe down tables, chairs following use, using cleaning COVID19 compliant cleaning products. Left-Over food to be bagged immediately by staff, wearing PPE and removing bag to covered bins in external waste collection area</p>	<p>Playscheme staff to ensure children wash hands</p> <p>Chef to be qualified in L2 Food Hygiene and allergens and to observe food safety & hygiene standards to meet Kitchen & Food Registration requirements.</p> <p>Centre to provide suitable cleaning products</p> <p>Play Scheme staff (wearing PPE).</p>	<p>Any personal lunch containers to be sanitised before use</p> <p>Kitchen Social Worker to monitor supplies of individual food containers and advise if supplies are low</p> <p>Staff to wipe surfaces as required during session</p>	<p>observed at all times.</p> <p>Weekly purchases as needed</p> <p>Daily during session as required</p>
COVID Symptoms checking	Staff and children attending the scheme	Staff to monitor children for any signs of illness during the day and children encouraged to register if they are feeling unwell.	Key Worker Play Scheme staff	If unwell, supervised child/ren to be placed in separate area	Test & Trace procedures to be observed if advised to do so by PHE

		Staff and Children to have temperature taken by staff using hand held digital thermometers at start of day and following lunch. Updated symptoms for COVID to be used when identifying possible signs of COVID (although this may not be possible in some cases)	Key Worker Play Scheme staff	whilst awaiting parents arrival. Staff to wear PPE. Staff to leave if feeling unwell and provided with LFT to be taken asap at home & record taken by Play Coordinator. Positive LFT test to be followed up by PCR test unless already contacted by Test & Trace – then PCR test to be taken.	
Risk of infection from the following:	Who is at risk	Action taken to reduce risk	By Whom	Further Action Needed	Date when action to be completed
Risk from lack of recommended Social Distancing (if still recommended as of July 19 21)	Staff, children and parents dropping off and collecting children	Parents and children to be allocated specific entrances to avoid overcrowding whilst queuing. Social distancing still advised whilst waiting. During morning registration and activity sessions – children to be seated observing some social distancing – according to guidelines.	Play Scheme staff to allocate key workers to entrance areas for start and end of day Play Scheme staff to organise lay out of tables and wipe down tables after use.	Staff to speak to children in child-friendly manner to encourage social distancing (according to guidelines)	As and when necessary

		Staff to observe recommended social distancing when working with children (as of post 19 th July 21)	Play Scheme staff to observe some social distancing if recommended.		
Activity based risks	Staff and children attending the scheme	<p>Staff to observe some social distancing and ensure as much ventilation as possible is provided if indoors. Activities can be outdoors if possible.</p> <p>Any hand held equipment to be cleaned before and after use.</p> <p>Physical Activity –staff to observe updated guidelines.</p> <p>Seated activity – children to be seated with some social distancing. Children to be given individual pencils and crafts materials. Sanitising Gel to continue to be encouraged at frequent intervals.</p> <p>Arts containers to be soaked in Milton in between activities ahead of re-use.</p> <p>Doors and windows to be open wherever possible to increase ventilation whilst not compromising security.</p>	<p>Play Scheme staff</p> <p>Play Scheme Staff</p> <p>Play Scheme Staff</p> <p>Play Scheme Staff</p> <p>Play Scheme Staff – ensure windows /doors open when possible</p>	Guidelines to be observed for duration of scheme unless there is update requiring adjustment – applies to all this section	For duration of scheme unless update requires change – applies to all items in this section
If Child or staff member becomes ill or displays	Staff and children attending the scheme	<p>Any staff becoming unwell or displaying signs of COVID19 must remove themselves from the setting immediately.</p> <p>Parents to be informed if a staff member or child has tested positive for COVID19 after being contacted by the Test and</p>	<p>All Staff</p> <p>Play Scheme Co-ordinator and other</p>	Constant observation by Playscheme staff	Daily during session

COVID19 symptoms		<p>Trace guidelines – and updated guidelines followed. Staff contacted by Test & Trace requested to take LFT or PCR immediately and report results. Appropriate action taken after advice from NHE 111 with possibility of temporary closure if advised. Until 16th August when rules change.</p> <p>If any child becomes unwell or displays COVID9 symptoms – they must be removed from setting and supervised by a member of staff (wearing appropriate PPE) until their parent/carer arrives. Staff do not have to self-isolate immediately unless they are advised child has tested positive but can take a LTF. The area where the child/ren have been will have to be cleaned appropriately before further usage.</p>	<p>staff in close contact with child/ren.</p> <p>Play Scheme staff</p>		
Risk or Hazard	Who is at risk	Action taken to reduce risk	By Whom	Further Action Needed	Date when action to be completed
Risk from Fire	All centre Staff and children attending the scheme	The centre has a Fire Action Plan in place to ensure essential regular fire safety testing (fire alarm and emergency lighting) takes place, and has a contract with a Fire Safety recognised company to ensure emergency fire equipment is maintained. The centre has an up to date Fire Risk assessment and an action plan for addressing fire safety concerns if and when identified.	Caretaker and Centre Manager	Weekly safety checks recorded in folder & other fire safety as per action plan	As per Fire safety action plan & procedures

		Emergency evacuation procedures are clearly displayed and a Fire Drill will be conducted at the start of the scheme. The centre caretaker will conduct daily safety checks on fire and emergency equipment.	Play Scheme Co-ordinator Centre Caretaker.		
Risk from Injury	Staff and children attending the scheme	There will be staff trained in First Aid on site and first aid equipment available. Staff to take extra care if administering First Aid – wearing disposable masks, gloves and aprons as provided by the centre as social distancing may not be possible to observe. As with first aid procedures, an ambulance should be called if deemed necessary and parents informed immediately. Staff to record any administering of first aid and inform parents.	Named First Aiders – Play Scheme Co-ordinator and other staff	First Aid supplies to be replenished when needed	For duration of scheme
Safeguarding of Children	Children attending the scheme	The centre has a Safeguarding Policy for Children and Young People which all staff working on the scheme are expected to be familiar with. There will be a named Designated Lead for Safeguarding. Suitable ratio's of staff to be observed. When managing behaviour, physical contact is to be avoided unless absolutely necessary.	Play Scheme Co-ordinator has Designated Lead Safeguarding Training for children and young people. All staff to have updated Safeguarding policy to follow.	Action as per Safeguarding Policy	As required
Shared space increasing risk of infection	All centre Staff and children attending the	Non-playscheme staff will be located away from the children in separate office space	Centre staff	Arrangements to be observe for duration of	For duration of scheme

	scheme and present in centre	<p>and use toilet areas which are not used by children.</p> <p>Non-Playscheme Staff have updated separate working areas and will limit movement to reduce contact with children using the scheme. They will wear suitable PPE to minimise risk to children.</p> <p>Parents and other adults (eg delivery suppliers) to remain outside when arriving and leaving.</p>	Centre Staff	<p>scheme and adjusted if necessary</p> <p>Arrangements to be observe for duration of scheme and adjusted if necessary</p>	For duration of scheme
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A copy of this updated Risk Assessment will be given to all staff and made available to parents of children attending the scheme on our website in the Play Service section. This Risk Assessment is a COVID19 Safe Risk Assessment and is separate to the Activity Risk assessment for the Play Service which is included in the Safeguarding Manual for Children and Young People (updated in 21).

The centre will follow updated government/NHS guidelines on what to do in the case of Test and Trace and possible positive cases of COVID being identified. Details of the link will be made available to parents in our Outbreak Plan for the summer 21 scheme (according to any further updates). This will be made available to parents upon request and on our website in the Play Service section.

The latest information on availability of Lateral Flow and PCR Tests plus news on any local “pop-up” vaccination opportunities will also be made available to parents upon request.