# **Turning Heads**

# **Risk assessment for Christmas Provision @ Windmill Centre December 2021**

The principle of this guidance is to support you in identifying areas which may need additional consideration as you work to keep children and staff safe within your provision.

We would recommend that, as with any advice, you seek clarity from your insurance company if required.

# **Checklist**

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| **Focus** | **Area of consideration** | **Recommendations** |
| Children | Attendance  | * Only children who are symptom free and not isolating as a case or contact, should attend
* Record children’s attendance, days, and which sessions they attend
* Although children can attend more than one setting, it would be useful to make a note of the other settings that they are attending
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| Physical distancing/ grouping/bubbles | * Although the legal requirement for bubbles and social distancing has been removed, from an operational point of view it makes sense to avoid mixing children and staff between groups where possible. This makes it much easier to identify contacts in the event of a positive case.
* Pay regard to infection control procedures in the use of communal internal spaces and particularly consider the use of toilets, kitchens, door handles, banisters and other touch points in your cleaning regime.
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| Wellbeing  | * Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue
* Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time
* Consider how things like sun cream will be applied and children encouraged to keep cool in hot weather (loose clothing, sufficient water to drink, shade outside etc).
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| Program of activities  | * Decide as a staff team the program of activities that you want to provide and offer to children and the resources that will be used and how they will be cleaned between use.
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| Workforce | Attendance | * Make contact with staff, are there any issues/concerns that need to be considered beforehand?
* Staff should only attend the Holiday Club if they are symptom free, have completed any required isolation periods or achieved a negative test result in regular asymptomatic testing.
* Put in place measures to check on staff wellbeing
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| Physical distancing/ grouping | * If possible staff should remain with the small group of children who they are allocated to so that should they become positive it does not cause operational problems.
* You may find it useful where possible, to conduct meetings and training sessions through virtual conferencing
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| Training | * All staff members must receive appropriate instruction and training in infection control and the standard operating procedures and risk assessments within which they will be operating
* Ensure you have enough appropriately first aid trained staff in place.
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| Parents | Physical distancing  | * Give clear instructions to parents with regard to your drop off and collection process and other operational information, particularly your sickness and illness policy.
* Only parents who are symptom free and or have completed any required isolation periods will be able to drop off or collect their child
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| Communications | * Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves
* Parents should be given information about the activities and outings that their child will take part in.
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| Hygiene and Health & Safety | Hand hygiene | * Frequent and thorough hand cleaning should now be regular practice as per the guidance. This will help to protect both against COVID-19 and other viral and bacterial infections circulating.
* All staff and children have been educated in the correct way of washing their hands. Useful resources can be found at: [Information about the Coronavirus (e-bug.eu)](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)
* Hand washing posters are displayed by all sinks [PHE handwashing advice (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf)
* Hand sanitiser is available where there is no sink available at risk assessed sites where hand hygiene should be completed eg entrances and exit points
* Hand sanitiser posters are displayed by all hand sanitiser dispensers
* Liquid soap is available at all hand washing sinks. Ideally warm water should be available as this encourages individuals to wash their hands for longer
* Paper towels are available at all hand washing sinks
* Windows and doors will remain open throughout the day to provide constant flow of air
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| Cleaning | * Consider your cleaning routines in communal areas and touch points. Hand washing facilities must be cleaned and sanitised regularly. See accompanying cleaning and hygiene checklist.
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| PPE | * Face masks are no longer required in communal areas for staff
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| Premises | Building | * Undertake your risk assessment to help you understand how you can safely use the space with the groups of children that you have
* where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
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| Resources | * All resources required for play experiences for children should be regularly washed and/or sterilized
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| Responding to a suspected case |  | * In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible, arrange to be tested, and isolate at home in line with the NHS guidance
* Inform the Torbay Council Public Health team on trackandtrace following the Torbay reporting flow chart
* Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation
* The staff member responsible for the child during this time should be a staff member from their group. The provider must supply suitable PPE for this staff member. (gloves, apron, fluid resistant mask)
* 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
* The person responsible for cleaning the area should wear appropriate PPE
* In the event of a staff member developing suspected coronavirus symptoms whilst working at the Holiday Club, they should return home immediately, arrange to be tested, and isolate at home in line with the NHS guidance
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| Safeguarding  | Child protection  | * Review your safeguarding policies and procedures to ensure they reflect the current situation.
* Ensure you have an appropriately trained safeguarding lead on site at all times.
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