

This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments, lone working risk assessments and health and safety arrangements for your setting.

Please report **suspected or confirmed cases of COVID-19** to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others.



Childcare Provider: Kidz Zone Club	Establishment Risk Assessment	RAKZ
Address: Laroc House, 9-13 Soulbury Road, Leighton Buzzard, Bedfordshire, LU7 2RL		
Person at RISK: Staff, Children, Parents, Wider Families	Date assessment completed: 2 /9/2020 This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
<p>Return to childcare risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19):</p> <p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#use-of-shared-resources">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#use-of-shared-resources</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#who-this-guidance-is-for">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#who-this-guidance-is-for</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/working-safely/index.htm">https://www.hse.gov.uk/coronavirus/working-safely/index.htm</a></p>	Manager: Scott McCafferty	

**Severity Factor & Remaining Risk Assessment**

**Level Severity Description Residual Risk Description**

- 1 Low, minimal risk, control measures more than adequate
- 2 Moderate, control measures satisfactory
- 3 High, control measures adequate
- 4 Very high, control measures implemented with constant review
- 5 Catastrophic, very harmful, considerations to stop activit

## Kidz Zone Risk Assessment – Cleaning / use of equipment

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of children sharing commonly used equipment for activities	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Children will be given an individual named pack of necessary equipment for arts and crafts that they will keep for their time at club – pencils, pens. <b>This will stay in club and not be taken home each day.</b></li> <li>• All sports equipment to be ‘wipe clean’ – no cloth beanbags, bibs etc.</li> <li>• No sharing of equipment across groups ‘bubbles’ without cleaning completed.</li> <li>• Encourage children not to touch equipment unless it is part of the game, or it is theirs to use. E.g. don’t touch the cones on the floor.</li> <li>• Any sports equipment ‘balls, bats, rackets, clubs’ to be cleaned by staff using ‘anti bac’ before and after use.</li> <li>• Children will not be given any opportunities in club to share equipment that hasn’t been cleaned.</li> <li>• This will apply equally to adults sharing pens etc.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 from equipment etc travelling between home and school	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Children will not be allowed to bring in any items from home e.g. (tablets, computer devices, phones).</li> <li>• Children will come to club in suitable clothes for the day as per school guidelines.</li> <li>• Children will keep all belongings on or under their chair. Coats will be hung on back of own chair.</li> <li>• Water bottle ‘named’ will go between home and club but will be on child’s own chair and not taken into a shared activity space to eliminate any cross contamination. Water bottles, will be refilled by children themselves, using designated tap when needed.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 as a result of children sharing indoor play equipment	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• The virus has been estimated to be able to live for 24 hours on cardboard surfaces but 6 days of shiny, laminated surfaces.</li> <li>• Reading books to be cleaned after use and placed in ‘Read’ box for 24 hours, books that aren’t read can remain in original box.</li> <li>• No lego, knex due to number of parts and level of cleaning involved.</li> <li>• Board games / easy to clean toys per ‘bubble’ are permitted with staff supervision / cleaning the board and parts before and after use (children to clean their hands after use).</li> <li>• Table football / Table Tennis / Air Hockey – cleaned after use before others use.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 as a result of staff sharing computers	Parents, staff, children, wider	<ul style="list-style-type: none"> <li>• No children to use school computers – staff only.</li> <li>• Before adults use mouse, keyboard of any computer that is shared with others in school they should be thoroughly wiped with an antibacterial spray.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
	families	<ul style="list-style-type: none"> <li>Surface around computer should also be wiped before use.</li> <li>At end of use computers should be thoroughly wiped with an antibacterial wipe again.</li> </ul>		

## Kidz Zone Risk Assessment – Premises Cleaning

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from person to person via door handles/push plates	All adults and children in school	<ul style="list-style-type: none"> <li>Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way.</li> <li>Where possible doors will be kept open using doorstops to reduce the need to touch door handles/ push plates (if not automatic doors).</li> <li>Where doors are closed; door handles/ push plates to be cleaned before and after club. Cleaning to extend to area around handle/push plate due to young children touching lower on doors.</li> <li>If a person who is showing symptoms of COVID 19 touches door handles or push plate it must be immediately cleaned and door should not be used until it has been.</li> </ul>	4	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>Children</b></li> </ul>
Spread of Covid 19 from person to person via surfaces	All adults and children in school	<ul style="list-style-type: none"> <li>Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way.</li> <li>Children to have a specific chair that they use all the time to reduce the risk of spread from child to child.</li> <li>Staff also has one specific chair/table that they work from.</li> <li>Staff responsible for cleaning their chair/table each day.</li> <li>Tables and chairs to be thoroughly cleaned each day after club has closed and before opening the next morning</li> <li>Toilets to be cleaned before and after club - sprayed with Dettol aerosol (see toilet chart in club folder for ref).</li> </ul>	4	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>Children</b></li> <li><b>School</b></li> </ul>
Spread of Covid 19 from child to child via shared toilet facilities	All adults and children in school	<ul style="list-style-type: none"> <li>Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way.</li> <li>Toilet facilities to be designated <b>see 'Club Key Details table'</b>.</li> <li>One at a time access.</li> </ul>	4	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>Children</b></li> <li><b>School</b></li> </ul>
Spread of Covid 19 from adult to adult via shared toilet facilities	All adults in school	<ul style="list-style-type: none"> <li>Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way.</li> <li>One at a time access.</li> <li>Toilets to be cleaned before and after club - sprayed with Dettol</li> </ul>	4	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>Children</b></li> <li><b>School</b></li> </ul>

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Shared resources and equipment increasing spread	All adults and children in school	<p>aerosol (see toilet chart in club folder for ref).</p> <ul style="list-style-type: none"> <li>• Enhanced cleaning regimes; equipment to be cleaned with anti bac before and after use.</li> <li>• Prevent the sharing of equipment where possible.</li> <li>• Limit use of equipment staff use to sign children in and out (staff to write the name of parent upon drop off or collection in registration folder). <b>One staff member to use 'tablet' to complete register on the system so Head office have a record of attendance times. If you have a tablet</b></li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Cleaning staff and hygiene contractor's capacity - providing additional requirements		<ul style="list-style-type: none"> <li>• Discussed with school logisitcs of additional cleaning requirements &amp; allow for this. Ensure cleaning products being used 'anti bac' are suitable and that adequate supplies of cleaning materials are available. See <a href="#">Safe-working in education childcare and childrens social care including the use of PPE</a> and <a href="#">Covid-19 decontamination in non healthcare settings</a>.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>School</b></li> </ul>
Sufficient supplies of soap and cleaning products		<ul style="list-style-type: none"> <li>• 'Anti bac' and 'Dettol Spray' to be provided for club staff. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>

## Kidz Zone Risk Assessment – First Aid (COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of child with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• If a child presents with COVID 19 symptoms during the club the parents must be contacted to collect child immediately as a matter of some urgency.</li> <li>• If child then needs first aid before collection the following protocols are in place. Parent call is made at the time of commencing first aid by a separate member of staff and not delayed until first aid is completed (where possible) if lone working staff member to evaluate seriousness of injury against urgency of making the call to the parent and act accordingly based on their professional judgement.</li> <li>• Parent will be informed of injury and first aid on collection of child – copy of incident form given to parent using normal procedure.</li> </ul>	3	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children</li> <li>• First aiders</li> </ul>
Spread of Covid 19 as a result of adults needing to administer first aid to bumped heads / knees/ elbows etc.	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Treatment will be administered in a socially distanced area within the club more than 2m away from other children and staff. The designated first aider at this club is '<b>see 'Club Key Details table'</b>.</li> <li>• Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as is possible.</li> <li>• Staff member should wear mask, visor, apron and gloves.</li> <li>• Gloves and apron should bagged and be disposed of immediately. Visor wiped clean.</li> <li>• Staff member administering first aid should wash and dry hands thoroughly</li> <li>• Cold compress can be used and covered with tissue. Child should hold this in place themselves. Cold compress cover tissue must be disposed of after use and cold compress cleaned with 'anti bac'.</li> <li>• Usual protocol to be followed for recording bumps to head.</li> <li>• <b>The School office (in person) and KZ head office (via telephone)</b> must be informed of bump to head / injury from the designated first aider if occurs at <b>breakfast club</b>; if during after school club this needs to be communicated in person to the parent upon collection. At breakfast club the First aider must give a written copy of the injury form to the school to pass onto parent (if BC) or directly to the parent if at After School Club (keep a copy for club records).</li> </ul>	3	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children</li> <li>• First aiders</li> </ul>
Spread of Covid 19 as a result of adults needing to administer first aid to cuts and grazes	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Treatment will be administered in a socially distanced area within the club more than 2m away from other children and staff. The designated first aider at this club is '<b>see 'Club Key Details table'</b>.</li> <li>• Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as is possible.</li> <li>• Staff member should wear mask, visor, apron and gloves.</li> <li>• Gloves and apron should bagged and be disposed of immediately. Visor wiped clean.</li> <li>• Staff member administering first aid should wash and dry hands thoroughly</li> <li>• First aid should be administered quickly but calmly and while reassuring child – they will find masks a bit daunting.</li> <li>• Usual protocol to be followed for recording first aid administered.</li> </ul>	3	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children</li> <li>• First aiders</li> </ul>

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of child with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• If a child presents with COVID 19 symptoms during the club the parents must be contacted to collect child immediately as a matter of some urgency.</li> <li>• If child then needs first aid before collection the following protocols are in place. Parent call is made at the time of commencing first aid by a separate member of staff and not delayed until first aid is completed (where possible) if lone working staff member to evaluate seriousness of injury against urgency of making the call to the parent and act accordingly based on their professional judgement.</li> <li>• Parent will be informed of injury and first aid on collection of child – copy of incident form given to parent using normal procedure.</li> </ul>	3	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children</li> <li>• First aiders</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>The School office (in person) and KZ head office (via telephone)</b> must be informed of bump to head / injury from the designated first aider if occurs at <b>breakfast club</b>; if during after school club this needs to be communicated in person to the parent upon collection. At breakfast club the First aider must give a written copy of the injury form to the school to pass onto parent (if BC) or directly to the parent if at After School Club (keep a copy for club records).</li> </ul>		
Spread of Covid 19 as a result of adults needing to administer first aid to child with nose bleed	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Treatment will be administered in a socially distanced area within the club more than 2m away from other children and staff. The designated first aider at this club is '<b>see <i>Club Key Details table</i></b>'.</li> <li>• Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as is possible.</li> <li>• Staff member should wear mask, visor, apron and gloves.</li> <li>• Gloves, tissue and apron should bagged and be disposed of immediately. Visor wiped clean.</li> <li>• Staff member should explain to child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry.</li> <li>• Staff member should clean area around nose bleed / hands etc. quickly but calmly.</li> <li>• Staff member should then direct child how and where to pinch nose and how to hold head.</li> <li>• Staff member must then step back to 2m distance and monitor and reassure child from this distance until nose bleed stops.</li> <li>• Usual protocol to be followed for recording first aid administered.</li> <li>• Gloves, apron, wipes, tissues etc. used should bagged and be disposed of immediately in an outside bin.</li> <li>• Staff member administering first aid should wash and dry hands thoroughly.</li> <li>• <b>The School office (in person) and KZ head office (via telephone)</b> must be informed of bump to head / injury from the designated first aider if occurs at <b>breakfast club</b>; if during after school club this needs to be communicated in person to the parent upon collection. At breakfast club the First aider must give a written copy of the injury form to the school to pass onto parent (if BC) or directly to the parent if at After School Club (keep a copy for club records).</li> </ul>	3	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children</li> <li>• First aiders</li> </ul>

## Kidz Zone Assessment – First Aid (non COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of adults needing to administer first aid to bumped heads / knees/ elbows etc.	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Treatment will be administered in a socially distanced area within the club more than 2m away from other children and staff. The designated first aider at this club is '<b>see 'Club Key Details table'</b>'.</li> <li>• Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as is possible.</li> <li>• Staff member should wear mask, apron and gloves.</li> <li>• Gloves and apron should be bagged and disposed of immediately. Visor wiped clean.</li> <li>• Staff member administering first aid should wash and dry hands thoroughly</li> <li>• Cold compress can be used and covered with tissue. Child should hold this in place themselves. Cold compress cover tissue must be disposed of after use and cold compress cleaned with 'milton'.</li> <li>• Usual protocol to be followed for recording bumps to head.</li> <li>• <b>The School office (in person) and KZ head office (via telephone)</b> must be informed of bump to head / injury from the designated first aider if occurs at <b>breakfast club</b>; if during after school club this needs to be communicated in person to the parent upon collection. At breakfast club the First aider must give a written copy of the injury form to the school to pass onto parent (if BC) or directly to the parent if at After School Club (keep a copy for club records).</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>First aiders</b></li> </ul>
Spread of Covid 19 as a result of adults needing to administer first aid to cuts and grazes	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Treatment will be administered in a socially distanced area within the club more than 2m away from other children and staff. The designated first aider at this club is '<b>see 'Club Key Details table'</b>'.</li> <li>• Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as is possible.</li> <li>• Staff member should wear mask, visor, apron and gloves.</li> <li>• Gloves and apron should be bagged and disposed of immediately. Visor wiped clean.</li> <li>• Staff member administering first aid should wash and dry hands thoroughly</li> <li>• First aid should be administered quickly but calmly and while reassuring child – they will find masks a bit daunting.</li> <li>• Usual protocol to be followed for recording first aid administered.</li> <li>• <b>The School office (in person) and KZ head office (via telephone)</b> must be informed of bump to head / injury from the designated first aider if occurs at <b>breakfast club</b>; if during after school club this needs to be communicated in person to the parent upon collection. At breakfast club the First aider must give a written copy of the injury form to the school to pass onto parent (if BC) or directly to the parent if at After School Club (keep a copy for club records).</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>First aiders</b></li> </ul>

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of adults needing to administer first aid to child with nose bleed	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Treatment will be administered in a socially distanced area within the club more than 2m away from other children and staff. The designated first aider at this club is '<b>see <i>Club Key Details table</i></b>'.</li> <li>• Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as is possible.</li> <li>• Staff member should wear mask, visor, apron and gloves.</li> <li>• Gloves, tissue and apron should be bagged and disposed of immediately. Visor wiped clean.</li> <li>• Staff member should explain to child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry.</li> <li>• Staff member should clean area around nose bleed / hands etc. quickly but calmly.</li> <li>• Staff member should then direct child how and where to pinch nose and how to hold head.</li> <li>• Staff member must then step back to 2m distance and monitor and reassure child from this distance until nose bleed stops.</li> <li>• Usual protocol to be followed for recording first aid administered.</li> <li>• Gloves, apron, wipes, tissues etc. used should be bagged and disposed of immediately in an outside bin.</li> <li>• Staff member administering first aid should wash and dry hands thoroughly.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>First aiders</b></li> </ul>

## Kidz Zone Risk Assessment – Personal hygiene

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from person to surfaces / equipment	All adults and children in school	<ul style="list-style-type: none"> <li>• All windows open in 'indoor bases' throughout the club. Doors open in rooms where safe to do so.</li> <li>• Children must wash their hands on arrival at breakfast and after school club in WC (<i>see key club details sheet for toilet to use</i>) to 'indoor base' for that 'bubble'. Controlled by staff – one child at a time.</li> <li>• Hands must be washed frequently; especially               <ul style="list-style-type: none"> <li>- Before and after eating.</li> <li>- When leaving 'indoor base' on every occasion including end of day, visiting toilet, going out to play.</li> </ul> </li> <li>• <b>When children return from the toilets to re-join a structured outdoor activity they must anti-bac their hands as precaution.</b></li> <li>• Hands must be washed each time 'indoor base' is re-entered during the club.</li> <li>• On each occasion hands must also be dried thoroughly. Disposable towels must be used and disposed of properly. <b>Bins must be emptied at the end of each club.</b></li> <li>• Parents will be given guidance to wash hands before leaving home and when returning home from club.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 from person to surfaces / equipment	All adults and children in school	<ul style="list-style-type: none"> <li>• Staff must wash their hands on arrival to work in the WC (<i>see key club details sheet for toilet to use</i>)</li> <li>• Staff will have personal 'anti-bac' gel if toilet/sink access not available.</li> <li>• Hands must be washed / sanitised before leaving 'indoor base' on every occasion including end of day, visiting toilet, going out to play</li> <li>• On each occasion hands must also be dried thoroughly. Disposable towels must be used and disposed of properly. <b>Bins must be emptied at the end of each club.</b></li> <li>• Hands must be washed / sanitised each time 'indoor base' is re-entered during the day</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Spread of Covid 19 from person to surfaces / equipment	All adults and children in school	<ul style="list-style-type: none"> <li>• A hand washing protocol must be in place for hand washing of all adults and children in school. Hand washing is always preferable and more effective than hand sanitizers.</li> <li>• 20 seconds minimum for each occasion hands are washed</li> <li>• On each occasion hands must also be dried thoroughly. Disposable towels must be used and disposed of properly. <b>Bins must be emptied at the end of each club.</b></li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
		<ul style="list-style-type: none"> <li>• Hand washing posters will be shared and displayed in each 'indoor base' to demonstrate hand washing protocol</li> <li>• All children will be supervised with hand washing (One at a time).</li> </ul>		
Spread of Covid 19 from people needing to enter school building from main entrance	All adults and children in school	<ul style="list-style-type: none"> <li>• <b>Parents will not be allowed to enter the indoor building under any circumstances</b></li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 via air borne particles	All adults and children in school	<ul style="list-style-type: none"> <li>• <b>Each day</b> children to be reminded of covering mouth / nose when sneezing and the following respiratory hygiene.</li> <li>• Promote the "catch it, bin it, kill it" approach if children / adults cough or sneeze.</li> <li>• Remind children/adults to cough in to elbow or cover mouth with hand.</li> <li>• If children sneeze or cough into hands prompt them to wash hands immediately.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 due to lack of adequate and appropriate cleaning materials	All adults and children in school	<ul style="list-style-type: none"> <li>• Staff must keep line manager informed of supply needs.</li> <li>• Club manager must keep Management team informed of supply needs.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 due to visiting multiple venues	All adults and children in school	<ul style="list-style-type: none"> <li>• Staff to change t-shirt and top before entering a new venue (if possible).</li> <li>• Staff encouraged to wear clean uniform each day</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>

## Kidz Zone Risk Assessment – Playtimes

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from person to person	Pupils and staff	<ul style="list-style-type: none"> <li>• If more than one year group 'bubble' staff to mark out clear play zones using existing lines or cones.</li> <li>• Social distancing measures must still be in place in the playground</li> <li>• Children should be reminded and prompted to keep to 2m distances.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 from shared equipment	Pupils and staff	<ul style="list-style-type: none"> <li>• <b>Outdoor play equipment e.g. jungle gyms, climbing walls etc. will not be in use due to 'insurance policy terms'.</b></li> <li>• Footballs and other 'wipe clean' equipment will be able to be used – and must be sprayed with antibacterial spray at the end of each playtime.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19	Pupils and staff	<ul style="list-style-type: none"> <li>• Hands must be washed before and after playtime following the personal hygiene RA.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>

## Kidz Zone Risk Assessment – Social distancing of adults and children at start and end of club day

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of people not social distancing from each other	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Parents will receive strict guidance about social distancing within school grounds prior to club commencing.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Safety of all on site and space for parents to social distance	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Parents to follow school guidelines on available parking; and follow Designated entrances and exits.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of people not social distancing from each other at start of club day	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Outdoor registration to take place by the club entrance point.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of people not social distancing from each other at end of club day	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Children to line up at end of the club socially distanced; and year group bubbles – socially distanced.</li> <li>• Staff will dismiss children to the parent at the front of the queue in such a way as to maintain social distancing of all.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of parents needing to collect children early building from main entrance	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Parents will be asked to stick to their collection times for booking to avoid constant collections throughout club time.</li> <li>• If a child needs to be collected early from club parent will call club to arrange this in advance alternatively the club will contact the parent who will be asked to come to the club registration point.</li> <li>• Child will be ready for collection at this point.</li> <li>• Staff to stay 2m from child and parent at all times</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> </ul>
Spread of virus due to increased numbers of people within	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Inform parents that if their child needs to be accompanied to setting only one parent should attend.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> </ul>

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
the grounds				

## Kidz Zone Risk Assessment – Social Distancing of ‘Year group / School Bubbles’ children

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of children being in a ‘bubble’ with other children	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>Staff should adhere to strict and regular hand washing routines throughout the day.</li> <li>It is recognised that it is difficult to expect children within a bubble to remain 1-2 metres apart at all times; however this should be reinforced whenever possible.</li> <li>To reduce transmission risk children will be in set groups ‘bubbles’ <b>see ‘Club Key Details table’</b>. A maximum of no more than 15 children per group as per government guidance 4.7.2020.</li> <li>Thorough cleaning of indoor areas used by ‘bubbles’ thorough cleaning of the room and surfaces.</li> <li>Different ‘bubbles’ of children will be encouraged not mix in the school building or the outside play areas whenever possible; with the indoor set up and out door set guidelines adhered to <b>see ‘Club Key Details table’</b>.</li> <li>When inside each child will have own specified chair in their bubble and at a distance minimum of 1m from another child <b>where possible</b>.</li> <li><b>If also possible</b> if children cannot be directly facing one another when seated in their bubble.</li> <li><b>When inside a distance of 2m left between each year group/bubble table is advised where possible.</b></li> <li>Each child will have individual set of named equipment (pencils) kept in a clear ‘jiffy bag’ with their name and date given too written on; this will be kept at club at all times.</li> <li>Wandering /unnecessary movement around the indoor area will be discouraged.</li> <li>Minimize shared resources within a year group/bubble.</li> <li>Resources must be cleaned with anti-bac before given to another year group/bubble to use.</li> <li>Outdoors learning will be used as much as possible using the designated outdoors space for each group.</li> </ul>	3-4	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>Children</b></li> </ul>
Spread of Covid 19 as a result of children needing to line up with other children	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>Entry into club each morning will be on arrival.</li> <li>Entry into club will be <b>‘Club Key Details table’</b>.</li> <li>Children should not be asked to line up unless this is really required.</li> <li>However if going to another part of the school then in a line is the best way to ensure social distancing.</li> <li>If required they should be two large paces apart as a minimum.</li> <li>Children who cannot do this must be taken separately to the destination.</li> </ul>	3-4	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>Children</b></li> </ul>

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of children doing sports activities together	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Activities should not involve shared equipment where possible. Equipment must be cleaned before another child uses it if being shared.</li> <li>• Spacing between children should be maintained.</li> <li>• If indoor exercise routines (instructor to follow style), dance, yoga would be good activities.</li> <li>• Activities should be outdoors where possible – walking, running, skipping, exercise routines as above ensuring distances can be maintained.</li> <li>• Ball Games / chasing games – <b>no physical contact games.</b></li> <li>• Outdoor activities will be in designated outdoor space for each group.</li> <li>• All equipment used cleaned before and after using 'anti-bac'.</li> </ul>	3-4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of eating morning snack / after school club snack	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Staff wearing gloves and aprons as per food hygiene training.</li> <li>• All relevant food safety procedures followed by staff.</li> <li>• Hand washing before and after eating.</li> <li>• Children to sit in their own 'seat' whilst eating.</li> <li>• Children to eat in designated area <b>see 'Club Key Details table'</b> for staff food preparation and eating locations.</li> <li>• Staff to serve food to children individually (table service) as apposed to children coming up to collect their food from a central point.</li> <li>• <b>All food to be served on a plate per child – no sharing plates or children e.g. children picking fruit from a shared bowl.</b></li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of COVID 19 as a result of 'End of day presentation'	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Certificates to be given - staff to clean hands before and can wear gloves if they wish.</li> <li>• Club reward system – staff to clean hands before and can wear gloves if they wish.</li> <li>• Weekly Star - staff to clean hands before and can wear gloves if they wish.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>

## Kidz Zone Risk Assessment – Social Distancing of staff

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of staff being in club with children	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>Staff should adhere to strict and regular hand washing routines throughout the day.</li> <li>Staff should try to maintain a 1-2m distance from children at all times.</li> <li>Coaching/teaching advice and points should be done at a distance where this is possible.</li> <li>Indoor bases will be set up to allow a clear walkway.</li> </ul>	3	<ul style="list-style-type: none"> <li>Staff</li> <li>Staff</li> </ul>
Spread of Covid 19 as a result of staff being in a indoor base with child who is distressed	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>At times a child may become distressed and staff member feels the correct course of action is to approach and comfort child.</li> <li>This may only happen when you are sure no COVID19 symptoms are present.</li> <li>If a child has recently been unwell with symptoms of Covid 19 or symptoms are evident them PPE must be used.</li> <li>Gloves, mask, visor and apron will be provided that can be used.</li> <li>As soon as child is calm resume the 2m social distancing.</li> </ul>	3	<ul style="list-style-type: none"> <li>Staff</li> <li>Children</li> </ul>
Spread of Covid 19 as a result of staff being in close distance to other staff members	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>Staff should maintain a 2m distance from each other whenever possible.</li> <li>Staff should wash/sanitize their hands before leaving indoor base.</li> <li>Staff not to use any school cups, mugs, plates etc. <b>under any circumstances.</b></li> <li>Surfaces should be cleaned with antibacterial spray before use.</li> <li>School staff room please wear a mask – <b>check with the school on their policy before entering</b></li> </ul>	3	<ul style="list-style-type: none"> <li>Staff</li> <li>Children</li> </ul>
Spread of Covid 19 as a result of staff meeting gatherings	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>Staff meetings should be kept to a minimum and should only happen when really necessary to the effective running of the club – will take place outside if not remotely online.</li> <li>Where possible meetings should operate remotely still as they have done during lockdown.</li> <li>Where staffs do work / meet in gatherings of 2 or more, the 2m social distance measure must be adhered to in large rooms.</li> </ul>	3	<ul style="list-style-type: none"> <li>Staff</li> <li>Children</li> </ul>
Spread of COVID 19 as a result of being in club	Staff Wider families	<ul style="list-style-type: none"> <li>Number of staff in club should be kept to the minimum required for the number of children attending club.</li> <li>We will try to minimize staff working from multiple sites – <b>wherever logistically possible</b> and only when it meets 'the needs of the business' and service we provide.</li> </ul>	3	<ul style="list-style-type: none"> <li>Staff</li> <li>Children</li> </ul>
Spread of COVID 19 as a result of being in club and bringing into staff homes	Staff Wider families	<ul style="list-style-type: none"> <li>Staff should wash hands before leaving school building and on arriving home.</li> <li>Current guidance states that there is a low risk of staff carrying COVID19 into homes on clothing.</li> <li>Current guidance says that there is low risk of staff carrying COVID in on bodies if hand washing is adhered to.</li> <li>However as an extra precaution staff may wish to shower and <b>must wear clean uniform that has been washed each day.</b></li> </ul>	3-4	<ul style="list-style-type: none"> <li>Staff</li> <li>Children</li> </ul>

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from other people needing to access club.	All staff and pupils	<ul style="list-style-type: none"> <li>• Contractors will be seen by site manager maintaining social distancing – if needed to be in school will be restricted to only area they need to be in and asked to use hand sanitizers provided.</li> <li>• Parents will be asked to contact head office by phone or email and asked not to visit school for reasons other than dropping off and collecting children.</li> </ul>	3	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children</li> </ul>

## Kidz Zone Risk Assessment – Staff illness

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from staff member who is unwell with non COVID19 symptoms	All staff	<ul style="list-style-type: none"> <li>• Staff to be provided with masks for face-to-face contact with parents 'signing in and signing out times' not to be worn when working with children unless it's for first aid.</li> <li>• Staff to be provided with their own hand sanitizer pot for their site.</li> <li>• Disposable gloves, aprons and visors available.</li> <li>• Staff to shower and wash uniform each day (wash reusable mask if they wear it).</li> <li>• If staff member is unwell and consider the symptoms are COVID19 related (or possibly so) they must follow government guidance at that point in time and take a test as soon as they are able.</li> <li>• If they are not COVID 19 related staff member must decide in usual way whether they are well enough to be in work / whether illness could be transmitted to others.</li> <li>• If too unwell to be in club staff member must notify their manager.</li> <li>• Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Spread of Covid 19 from staff member who is unwell with COVID19 symptoms	All staff	<ul style="list-style-type: none"> <li>• If staff member is unwell and consider the symptoms are COVID19 related (or possibly so) they must follow government guidance at that point in time and take a test as soon as they are able.</li> <li>• If the symptoms are COVID 19 related or test is positive then staff member must not come into work.</li> <li>• Current guidance is 10 days self-isolation.</li> <li>• Staff member may return to work after 10 days if symptoms have not developed and staff member is well. Their family members including children must self isolate for 14 days. <b>See chart of self-isolation.</b></li> </ul>	4-5	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Spread of Covid 19 from staff member who lives with someone who is unwell with COVID19 symptoms	All staff	<ul style="list-style-type: none"> <li>• If staff member lives with a family member who becomes unwell they must consider whether their symptoms are COVID19 related (or possibly so) and a test should be taken if possible.</li> <li>• If the symptoms are COVID 19 related or there is a possibility they are then staff member must not come into work.</li> <li>• Current guidance is 14 days self-isolation.</li> <li>• Staff member may return to work after 14 days if no symptoms have developed and staff member is well.</li> </ul>	4-5	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>

## Kidz Zone Risk Assessment – Unwell child (COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of child presenting with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Parents will be given clear and firm guidance about not sending children to club if they have any symptoms that are related to COVID 19.</li> <li>• Parents will be asked to take the temperature of their child if ill and not send them to club if it is 38C or above.</li> <li>• Reminders will be given on welcome emails to parents.</li> </ul>	4-5	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 as a result of child presenting with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Child will be taken to 'isolation area' <b>see 'Club Key Details table'</b> with their belongings.</li> <li>• Adults supervising children with suspected Covid 19 symptoms must wear PPE (face mask, visor, gloves, apron)</li> <li>• Toilet for child use if needed will be ... <b>see 'Club Key Details table'</b>. This will be closed after use and deep cleaned before open for use again.</li> <li>• Parent will be contacted for immediate collection of child from club entrance.</li> <li>• When parent arrives, adult supervising child will supervise their exit from this gate maintaining distance from parent and child.</li> <li>• Child must not return to holiday until they are symptom free.</li> <li>• In the event there is a sibling at the club – please isolate them from the rest of the group 'e.g. sit at the back of the room near an open window if possible' rearrange the tables if required to keep the rest of the year group/bubbles away from the individual – <b>this is even if the sibling has no symptoms.</b></li> </ul>	4-5	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of child /staff member presenting with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• If child tests positive for Covid-19 the school will be informed at first instance and we will seek next steps guidance from PHE.</li> <li>• If a staff member tests positive for Covid-19 the steps above will be followed.</li> </ul>	4-5	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of child coming into club when a family member they live with has COVID 19 symptoms or actual virus.	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Child must be home in isolation and not attend club for 14 days after the family member they live with has presented with symptoms.</li> <li>• If they have not shown symptoms of virus after 14 days they may return to club</li> <li>• If child has had symptoms they must isolate at home for 10 days and should only return to club when symptom free.</li> </ul>	4-5	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>

## Kidz Zone Risk Assessment – Unwell child (non COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of child needing collection from school due to non COVID 19 illness	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Toing and froing of children /staff around school must be kept to a minimum</li> <li>• If a child is unwell during the club, the Club Supervisor needs to make decision about child being in club or being sent home.</li> <li>• Parent will be contacted for immediate collection of child from the club entrance.</li> <li>• When parent arrives, adult supervising child will supervise their exit from this point maintaining distance from parent and child.</li> </ul>	2-3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of child needing collection from school due to non COVID 19 illness that involves vomiting	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Sick bowls / bags to be made available in all 'indoor bases'.</li> <li>• If a child vomits in an 'indoor base' the usual procedure of powder being applied will need to happen.</li> <li>• Club staff to contact school site agent to apply powder to area.</li> <li>• At the same time making request that child's parent is contacted urgently.</li> <li>• Site team should be informed immediately to ensure clean up happens as quickly as possible.</li> <li>• Child should be directed and supported form a distance to wash hands and change if needed into spare clothes if they any with them at club.</li> <li>• Child should then be taken to isolation area <b>see 'Club Key Details table'</b>.</li> <li>• When parent arrives, adult supervising child will supervise their exit from the main school entrance maintaining distance from parent and child.</li> </ul>	2-3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> <li>• <b>Site team</b></li> </ul>

## Kidz Zone Risk Assessment – Vulnerable staff / Family members

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Danger of catching COVID 19 if you are in very high risk vulnerable group	Staff in very high risk group	<p>People are in the Very High Risk Group if they:</p> <ul style="list-style-type: none"> <li>• have had an organ transplant</li> <li>• are having chemotherapy or antibody treatment for cancer, including immunotherapy</li> <li>• are having an intense course of radiotherapy (radical radiotherapy) for lung cancer</li> <li>• are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)</li> <li>• have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)</li> <li>• have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine</li> <li>• have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)</li> <li>• have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)</li> <li>• are taking medicine that makes them much more likely to get infections (such as high doses of steroids)</li> <li>• were born with a serious heart condition and are pregnant</li> </ul> <p><b>You will have had a letter from the NHS</b> These staff members must not be in schools until 1<sup>st</sup> August 2020.</p>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Danger of catching COVID 19 if you are in high risk vulnerable group	Staff in high risk group	<p>People are in the High risk group if they:</p> <ul style="list-style-type: none"> <li>• are 70 or older</li> <li>• are pregnant</li> <li>• have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)</li> <li>• have heart disease (such as heart failure)</li> <li>• have diabetes</li> <li>• have chronic kidney disease</li> <li>• have liver disease (such as hepatitis)</li> <li>• have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)</li> <li>• have a condition that means they have a high risk of getting infections</li> <li>• are taking medicine that can affect the immune system (such as low doses of steroids)</li> <li>• are very obese (a BMI of 40 or above)</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Danger of catching COVID 19 if you live with a family member who is in very high risk vulnerable group	Staff who live with someone in very high risk group	<ul style="list-style-type: none"> <li>• If a staff member lives with a member of their family or other person who is in Very High risk group then they must consider whether it is safe to return to work.</li> <li>• <b>The family member will have had a letter from the NHS</b></li> <li>• If staff member thinks they should not be working they must discuss with their line manager. Advice will be sought from HR department.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Danger of catching COVID 19 if you live with a family member who is in high risk vulnerable group	Staff who live with someone in high risk group	<ul style="list-style-type: none"> <li>• If a staff member lives with a member of their family or other person who is in High risk group then they must consider whether it is safe to return to work.</li> <li>• If staff member thinks they should not be working they must discuss with their line manager. Advice will be sought from HR department.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>

## Kidz Zone Risk Assessment – Premises Related Matters

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	Staff, children, parents	<ul style="list-style-type: none"> <li>Review the 'daily environment risk assessment completed before each club', to ensure control measures remain suitable and in place.</li> <li>Complete the 'toilet-cleaning chart each day at club'.</li> <li>Update to include COVID-19 and any changes that have been necessary (e.g. hand washing locations, one-way systems, allocation of specific toilets for each key stage).</li> </ul>	2-3	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li></li> </ul>
Evacuation procedures	Staff, children, parents	<ul style="list-style-type: none"> <li>Review the fire procedures taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</li> <li>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</li> <li>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</li> </ul>	2-3	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>School</b></li> </ul>
Water hygiene – management of legionella (Where appropriate)	Staff, children, parents	<ul style="list-style-type: none"> <li>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance <a href="#">Managing school premises during the coronavirus outbreak</a> (and NPS guidance: Water Hygiene Management during Covid-19 Lockdown)</li> </ul>	2-3	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>School</b></li> </ul>
Using and monitoring new practices to reduce risk of Covid-19 transmission	Staff, children, parents	<ul style="list-style-type: none"> <li>Prevent Covid-19 staff training complete.</li> <li>RISK assessment training to be completed prior to club re-opening including:</li> <li>Contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, cleaning arrangements, location of designated room for suspected cases.</li> <li>Club staff to have open line to management during club should they need advice / raise concerns or make suggestions.</li> <li>Club Co-ordinators must monitor arrangements throughout the day and make remedial actions where needed.</li> </ul>	2-3	<ul style="list-style-type: none"> <li><b>Staff</b></li> </ul>

		<ul style="list-style-type: none"> <li>• KZ Updated Setting Policies &amp; Procedures Including Safeguarding in relation to Covid-19.</li> </ul>		
Ventilation to reduce spread	Staff, children, parents	<ul style="list-style-type: none"> <li>• Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, circulatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Ventilation to chemical stores should remain operational <b>day and make remedial actions where needed.</b></li> <li>• <b>KZ Updated Setting Policies &amp; Procedures Including Safeguarding in relation to Covid-19.</b></li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>School</b></li> </ul>
Management of waste	Staff, children, parents	<ul style="list-style-type: none"> <li>• Ensure bins for tissues have lids and are emptied throughout the day.</li> <li>• Follow guidance on disposal of waste (such as used fluid resistant masks) <a href="#">Safe-working in education childcare and childrens social care including the use of PPE</a></li> </ul>	3-4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Activities to take place outdoors in line with social distancing.	Staff, children, parents	<ul style="list-style-type: none"> <li>• All activities where possible to be outside weather permitting. See proposed activity club letter.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>

## Kidz Zone Risk Assessment – Staff Related Matters

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Inadequate training for Managers on completion of RA for covid-19, leading to anxiety and lack of the reassurance needed for staff	Staff, children, parents	Guidance, risk assessment and checklist provided to Childcare Providers.	1	<ul style="list-style-type: none"> <li>• Staff</li> <li>•</li> </ul>
Insufficient staff capacity to deal with increased numbers of children - Shortage of staff to maintain ratios	Staff, children, parents	Lone working training and RISK assessment completed by all staff.	2	<ul style="list-style-type: none"> <li>• Staff</li> <li>•</li> </ul>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Staff, children, parents	Plans shared with staff during training before club reopens. Open line to staff once club reopens for any support they need or suggestions they have.	1	<ul style="list-style-type: none"> <li>• Staff</li> </ul>
Staff understanding of new changes – safe practice at the setting.	Staff, children, parents	Talk to & involve staff with the activity planning .	1	<ul style="list-style-type: none"> <li>• Staff</li> </ul>
Accessing testing arrangements are clear for all staff	Staff, children, parents	Access to testing is already available to all essential workers <a href="#">Apply coronavirus test</a>	1	<ul style="list-style-type: none"> <li>• Staff</li> </ul>

Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	Staff, children, parents	<p>If a child, becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home a face mask and visor (optional) should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask, visor (optional) should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Visor) Ensuring that fluid resistant face masks are available and a supply is maintained.</p> <p><a href="#">Safe-working in education childcare and childrens social care including the use of PPE</a></p>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors.	Staff, children, parents	<p>Completed RISK assessment undertaken for clinically vulnerable staff as per government guidance, and where for all staff especially those who may be anxious, <a href="#">Risk Assessment for Employees returning to childcare - Covid -19</a></p> <p>Guidance on shielding and protecting extremely vulnerable persons <a href="#">Guidance on shielding and protecting extremely-vulnerable persons from covid 19</a> and clinically vulnerable people <a href="#">Staying alert and safe social distancing clinically vulnerable people</a> has been followed in relation to staffing arrangements.</p>	3-4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Staff use of PPE		Intimate care – NA. Staff use of PPE masks can be worn inside or outside at employees choice. Further PPE provided for FA treatment in the form of gloves, apron, visor. Gloves and apron provided for food hygiene.	3-4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Use of PPE Lack of understanding		Adequate training / briefing on use and safe disposal. Follow guidance on putting on and taking off standard PPE <a href="#">Covid 19 personal protective-equipment use for non aerosol generating procedures</a> and above guidance on use in education settings.	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Dealing with suspected and confirmed cases / cases		<p>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting <a href="#">covid-19 implementing protective measures in education and childcare settings</a></p> <p>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p>	3-4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Spread of Covid 19 as a result of child/staff/family member presenting with COVID 19	Parents, staff, children, wider families	<p>Staff Well Being</p> <ul style="list-style-type: none"> <li>• Personal hand sanitizer for each staff member.</li> <li>• Protective gloves and aprons, face mask, visor, provided for first aid.</li> <li>• All staff to complete 'prevent covid-19' training before returning to work.</li> <li>• All staff to complete training in relation to RISK assessment analysis;</li> </ul>	2	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>

symptoms		<p>and will have a duty of care to implement all control measures and report any concerns immediately to their line measures.</p> <ul style="list-style-type: none"><li>• Working RISK assessment so will control measures may need to be re-evaluated as scenarios change.</li><li>• MD to continue to update staff as and when situations develop and guidance changes.</li><li>• It may be necessary to close clubs depending on staffing level circumstances.</li><li>• Staff rotas in place with scheduled for staff.</li><li>• MD regular contact with club supervisors to monitor staff well being.</li></ul>		
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## Kidz Zone Risk Assessment – Child Related Matters

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Vulnerable groups who are clinically, extremely vulnerable.		Parents should follow medical advice if their child is in this category: <a href="#">Guidance on shielding and protecting extremely vulnerable persons from covid 19</a> <a href="#">guidance on protecting people most-likely to get-unwell from coronavirus,shielding young peoples</a> or if someone within their household is in this category <a href="#">Guidance on shielding and protecting extremely-vulnerable persons from covid 19</a>	3	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> <li>• Children</li> </ul>
Children with EHCP		Individual HCP and Additional Needs Plans will be reviewed in consultation with parents prior to attendance; and additional steps will be considered.  Individual RISK assessments will be completed and discussed with staff.	3	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> <li>• Children</li> </ul>
Children unable to follow guidance		Ensure that the same where possible staff are assigned to bubble group. Some children will need additional support to follow these measures.	3	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> <li>• Children</li> </ul>
Specific issues for EY stage children understanding social distancing		Further EYFS stage guidance to be issued		<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> <li>• Children</li> </ul>
Member of a bubble group becoming unwell with COVID-19		See section specific to this	4	<ul style="list-style-type: none"> <li>• Staff</li> </ul>

## KZ Risk Assessment – Provision of food

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination		Follow usual food safety and hygiene procedures and Government guidance for catering establishments <a href="#">Guidance/working safely during covid-19/restaurants offering takeaway or delivery</a> . Ensure Health & Safety policies are followed	2	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance		Children to be served in their seat (table service) Individual plate for each child No sharing of plates / bowls No buffet style platters where children are picking from the same platter – e.g a fruit bowl	2	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Catering staff are operating in a safe environment		Staff to wear gloves; face mask not required as Inappropriate use and handling of face coverings could present a risk to food safety and hygiene as well as to the health and safety of staff.	2	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>

## Kidz Zone Risk Assessment – Communication with parents and others

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Parents, contractors and other staff entering or working in the setting.		No entry to club area; parents to wait outside club entrance when dropping off and collecting each day.	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Suppliers understanding and complying with new arrangements		N/A		
Communication s to parents and staff		Parents to be issued with a summary of our covid-19 measures and 'club rules' via email prior to attendance. Regular parent communications available through our CRM. Copy this RISK assessment online at <a href="http://www.kidzzoneclub.com">www.kidzzoneclub.com</a>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> </ul>
Parent aggression due to anxiety and stress.		Reassurance through our covid-19 measures; and parents can contact our H/O to discuss any questions or worries they have.	3	<ul style="list-style-type: none"> <li>• <b>Parents</b></li> <li>• <b>Staff</b></li> </ul>

## Kidz Zone Risk Assessment – Other Considerations

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Existing policies	Staff, children	<ul style="list-style-type: none"> <li>• Children to be sent to toilet individually – staff member to be in view of toilet entrance at all times.</li> <li>• Children not to write on staff board that they are in the toilet (personal hygiene reasons) staff member to do this instead.</li> <li>• All other SFG and BM procedures to be followed.</li> <li>• 'All about me forms' to be completed on site for new starters / early years <b>where required</b>.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>