

Risk assessment – Covid- 19 – **Breakfast Club**

This Risk assessment is to work alongside the Pre-Schools covid-19 Risk assessment.

Responsible Person or person having control of the premises:

Address of premises: Checkendon Village Hall, Main st, Checkendon, RG8 0SR

Assessor: Kelly Mullins (Senior Supervisor)

Date of risk assessment: 18/05/2020

Date of previous risk assessment: New risk being assessed.

Date of assessment review: September 2020

Level of risk on day of assessment: High Risk

Signed by assessor: 

Who is at Risk		Likelihood	Chance	Description
A	HL Pre-School staff	1. Very unlikely	0 - 20%	The event may occur only in exceptional circumstances
B	Parents	2. Unlikely	21% - 40%	The event could occur at some time
C	Children	3. Moderate	41% - 60%	The event will occur at some time
D	Volunteers	4. Likely	61% - 80%	The event could occur in most circumstances
E	Other Agencies	5. Very likely	81% - 100%	The event will occur in most circumstances

Severity	Description. Mental health related in blue
1. Negligible	Minor first aid treatment causing minimum work interruption. Apprehension/ Alarm on one off occasion or of short duration requiring no treatment.

2. Minor	Injury requiring first aid treatment. Minor concern or worry being displayed over a period of time, but responding to local support from manager and colleagues, and not requiring time off work.
3. Serious	Injury requiring medical treatment, causing inability to continue work for more than 7 days (excluding day of accident). RIDDOR. Significant trauma displayed after event or over considerable period of time, causing health issues requiring GP or counselling.
4. Major	Permanent or life changing Major trauma related illness resulting in self harm and long-term incapacity requiring medical treatment and/or counselling.
5. Fatalities	Single or multiple deaths. Extreme mental health issues leading to suicide.

		Severity							
		1	2	3	4	5	Risk Ranking		
Likelihood	1	1	2	3	4	5	1 - 5	Low risk - acceptable, monitor	
	2	2	4	6	8	10	6 - 15	Medium risk - acceptable, subject to guidance	
	3	3	6	9	12	15	16 - 25	High risk - unacceptable, activity must not proceed	
	4	4	8	12	16	20			
	5	5	10	15	20	25			

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
COVID-19 Children on site	A, B, C	<ul style="list-style-type: none"> UK Government guidance being followed The DFE guidance "Early years and childcare COVID-19 guidance is being followed" 	3	5	15	<ul style="list-style-type: none"> Leave box outdoors for parents to drop children's lunch and bags in to avoid contact. Use side door by car park to allow 2 metres social distancing rules for families. One family to the door at a time while other families wait in cars. Only one parent to drop off preferably the same parent each time. 	3	4	12

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		<ul style="list-style-type: none"> • Record kept of all attendees. *All children wash hands regularly for 20 seconds. *Parents do not enter Pre-school *children's hands washed/sanitised on entry before handing over to staff *Always in line with staff to children ratios *Information posters are present across site on hygiene *Early Years Foundation Stage Coronavirus disapplication's can be implemented if and when needed 				<ul style="list-style-type: none"> * No unnecessary items from home to be brought in. * Breakfast club children to use the stage area only. *Resources and equipment in stage area to be used solely for Breakfast club children. * removal of rugs, carpets and resources which are not easy to clean. *Plan area correctly to make sure that children can be separated as much as possible. * Breakfast club to use separate toilet facilities (Disabled bathroom) *To communicate with children about the new we routine making sure they are aware of the changes. Reminding them of the "catch it, bin it, kill it" approach. 			

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
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COVID-19 Someone who is infected entering the premises	A, B, C	<p>*UK Government guidance being followed</p> <p>*The building is closed to the public so visitors are not permitted</p> <p>*Deliveries are left in grated letter box, parcels in box outside.</p> <p>*Information posters are present at entrances</p> <p>*Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies.</p> <p>*Best practice hygiene requirements are being followed. Frequently touched areas cleaned at the start and end of every day.</p> <p>*All fundraising events cancelled until further notice</p>	3	5	15	<p>Breakfast club are the sole users of the stage area in the village hall.</p> <p>*Check children's temperatures on arrival before entering the building and keep record of checks daily.</p> <p>*No-one other than staff and children to enter the building.</p> <p>* Resources and equipment to be cleaned daily and more frequently if needed.</p> <p>*One family to the door at a time, entering from the car park side. Other parents to remain in the car park in or by their cars until safe to come to the door of the setting. Allowing social distancing to take place.</p> <p>*Staff will receive children at the doorway, making sure hands have been sanitised prior to entering the building.</p> <p>*Identified staff from the Primary School to collect the children. Preferably the</p>	2	4	8

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		<p>*Manager communicates daily with Committee to assess and evaluate the risks via mobile devices</p> <p>*Staff working from home where practicable</p> <p>*Other users such as Scouts no longer entering building.</p> <p>*Parents have a staggered entry time to aid in social distancing</p> <p>*Staff wash hands/sanitise the children as they enter the building.</p>				<p>same member of staff to minimise risk of contamination.</p> <p>* Breakfast club to walk the to the school via the gated area to keep children safe.</p> <p>* Primary school staff to wait at the entrance and Pre-School staff will send the children out.</p> <p>*Children to sanitise their hands before leaving the premises.</p>			
COVID-19 Someone becomes ill in the workplace	A, B, C	<p>*UK Government guidance being followed</p> <p>*Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online</p>	3	5	15	<p>*Staff notice put up including rota for cleaning of surfaces, door handles and other items that need regular cleaning</p> <p>*Children have temperature checked before they come in. If they have a temperature, they get sent home.</p> <p>*Ensure that children's personal details and emergency contacts are up to date before re-opening of the pre-school.</p>	3	4	12

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		<p>*If the person affected is a visitor their organisation will be informed if possible</p> <p>*Workplace will be decontaminated following UK Government guidelines</p> <p>*Best practice hygiene requirements are being followed.</p> <p>*Managers communicating daily to assess and evaluate the risks</p> <p>*Best practice social distancing of 2 meters is being followed as best as possible</p> <p>*Information posters on hygiene are present on notice board and toilets</p> <p>*Regular cleaning of frequently touched areas take place</p>				<p>*Child shows symptoms of COVID -19 at preschool parents are called to pick the child up immediately and the staff member dealing with child wears PPE gear and takes child to the main stage area where the child is isolated from other children of a distance more than two meters. Staff can see child to observe so can leave child If they feel they don't need extra support for staff to be able to maintain safe distance also. Able to also hand child over without crossing paths with other children in the setting and has use of separate bathroom if needed. (Staff do not need to go home after caring for a child with COVID-19 symptoms unless they develop symptoms themselves.)</p> <p>*Social distancing practises put in place where they can be</p> <p>* Anyone staff or child who is displaying coronavirus symptoms, or has displayed symptoms in the previous 7 days, or lives with someone who has displayed symptoms in the previous 14 days, should not attend work/pre-school</p>			

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		*Parents to be informed immediately				unless they have tested negative for coronavirus.			
COVID-19 Contaminated workplace	A, B, C, D, E	<p>*UK Government guidance being followed</p> <p>*Workplace will be decontaminated following UK Government guidelines</p> <p>Apollo to be called to do deep clean</p> <p>Best practice hygiene requirements are being followed.</p> <p>Best practice social distancing of 2 meters is being followed as best as possible</p> <p>Information posters are present across site on hygiene</p> <p>Regular cleaning of frequently touched areas</p>	3	5	15	<p>*Wash hands regularly.</p> <p>* Ensure children are reminded to catch coughs and sneezes in a tissue and to avoid touching their eyes, nose and mouth or putting objects in their mouths.</p> <p>*Have readily available hand sanitiser gel/wipes for sole use of the breakfast club.</p> <p>*Pre-school breakfast club children to use the main hall, being kept separate from the school children attending breakfast club.</p> <p>*Social distancing from staff will be implemented the best we can.</p> <p>*Regular cleaning of resources and equipment to be implemented following the cleaning rota.</p>	3	4	12

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		<p>Building is closed to the public so visitors not permitted</p> <p>Information posters are present at notice board</p> <p>Only necessary maintenance carried out by external contractors</p> <p>Extra hygiene by staff encouraged</p>				<p>* A box of resources solely for use of the breakfast club will be provided. Suggested they bring in books from home to read or activities to keep them occupied.</p> <p>* One child to use the Disabled toilet at one time to avoid overcrowding in toilet areas.</p> <p>* Each child will have their own cup, plate and bowl for breakfast club, which will be washed after use. Staff to use gloves/ppe while preparing and providing breakfast for each child to minimise contamination.</p> <p>*Hand sanitiser to be accessible at all times when a sink is not available to make sure children wash their hands.</p> <p>* All windows to be opened, where applicable to allow fresh air into the building following Pre-Schools policies and procedures regarding safety and safeguarding of children.</p>			

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COVID-19 Workplace gatherings	A, B, C, D, E	<p>*UK Government guidance being followed</p> <p>*Social distancing has been implemented</p> <p>*All employees who are able to work from home have been told to do so</p> <p>*Business meetings take place via video or similar</p> <p>*Customer meetings are cancelled</p> <p>*No handshaking</p> <p>*Social distancing of 2 meters for remaining staff where practicable</p>	3	5	15	<p>*Staff keep contact with Parents and Primary school through e-mails and phone calls where possible.</p> <p>*No-one other than staff and children to enter the building.</p>	1	3	3
COVID-19 Vulnerable Employees	A, B, C, D, E	<p>*UK Government guidance being followed</p>	3	5	15	<p>*All staff have been asked if they fit into any of the current vulnerable people categories.</p>	1	1	1

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		<p>*Managers have identified certain vulnerable employees</p> <p>*Vulnerable employees may be required to work from home</p> <p>*Pregnant workers will be told to self-isolate or work from home</p>				<p>*No staff are in this category.</p> <p>* This to be reviewed regularly by manager.</p>			
COVID-19 Employees who have contracted COVID-19 outside of work	A, B, C, D, E	<p>UK Government guidance being followed</p> <p>If NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal Pre-School policy.</p> <p>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidelines</p> <p>Employees with COVID-19 or suspected COVID-19 will self</p>	3	5	15	<p>*If staff feel they have contracted the disease they can get a free corona virus testing kit.</p> <p>*If not enough staff to run Breakfast club sessions then the preschool will have to close and parents will be notified.</p> <p>*Applying for a test https://www.gov.uk/apply-coronavirus-test</p>	3	3	9

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		<p>–isolate as per Government guidelines</p> <p>The workplace of employee who has contracted COVID-19 will be decontaminated in line with Government guidelines by Apollo Cleaning</p>							
COVID-19 Symptomatic or exposed employees remaining in workplace	A, B, C, D, E	<p>UK Government guidance being followed</p> <p>Employees are advised to follow NHS Guidance online</p> <p>Symptomatic employees will be instructed to go home</p> <p>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance</p> <p>The workplace will be decontaminated following Government guidance</p> <p>Some staff now working from home</p>	3	5	15	*Posters up around the setting informing staff parents what they need to do and who they need to contact.	3	5	15

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COVID-19 Self isolation and wellbeing	A, B, C, D, E	<p>UK Government guidance being followed</p> <p>NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<u>Stay at Home Advice</u>)</p> <p>Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.</p> <p>Managers & Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Group Messenger or Skype/Zoom etc</p>	3	3	9	<p>*Staff made aware if who they need to contact and what they need to do while self-isolating and how long for.</p> <p>*Use of Tapestry to keep up with Key children and provide activities for the children to do if working from home. Online staff training to be completed and activity plans to be produced for when staff member is back.</p> <p>*Manager/ Committee to ring/e-mail to see how members off staff are getting on.</p>	3	3	9

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
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COVID-19 Travel	A, B, C, D, E	<p>UK Government guidance being followed</p> <p>Currently there is no foreign travel across the UK but the FCO provides foreign travel advice for travellers</p> <p>Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations</p> <p>Employees are advised to limit the use of public transport</p> <p>Employees are advised to keep Social distancing whilst traveling</p> <p>Employees advised not to travel unless absolutely necessary</p>	3	5	15	<p>*All staff live locally and can either walk to work or travel by car only a short distance.</p> <p>*parents will be informed that are only to come to preschool if they can get here safely avoiding public transport.</p>	1	4	4

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
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COVID-19 Visiting other sites or home visits	A, B, C, D, E	*All visits to other sites such as training courses have ceased *All home-visits have ceased *All visits to Committee members houses have ceased	3	5	15	*Checkendon pre-school will not be travelling off the premises for any reasons. We do not do home visits. *All meetings with committee and staff outside of the building will be help via phone, internet of email. EG zoom. *Only online training will be completed at this time until informed otherwise. All extra-curricular activities such as outing to local community or diddi dance who come to us have been postponed or cancelled until further notice.	1	4	4
COVID-19 Other building users	A, B, C, D, E	The village hall have ceased all activities for the foreseeable future No brownies, art club or karate lessons Car park gate closed by staff after use	2	5	10	*Pre-school is the only thing the village hall is being used for until July 17 th 2020 When we break up for summer holidays.	2	5	10

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
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COVID-19 Committee and Staff Meetings	A, B, C, D, E	<p>UK Government guidance being followed</p> <p>Committee are not attending site</p> <p>Committee are being kept up to date via email and telephone.</p> <p>Committee meetings will be conducted via mobile devices and without the need for any Committee member to travel</p>	2	5	10	<p>Committee are not attending Pre-school</p> <p>Committee are being kept up to date via email and telephone.</p> <p>Committee meetings will be conducted via mobile devices and without the need for any Committee member to travel</p>	2	4	8