|  |  |  |  |
| --- | --- | --- | --- |
| **SOUTHCOURT AND WALTON COURT COMMUNITY PROJECT** | **RUNNING****GO PLAY HOLIDAY CLUB** | **COVID-19 RISK ASSESSMENT**  | **REVIEWED 31/01/2021 KJB****REVIEW DUE 31/03/2021** |
| **WHO** | **PREVENTIONS** | **ACTION** | **RESPONSIBILITY**  |
| Parents and carersEveryonePlayworkerEveryone.EveryonePlayworkers and children Parents and childrenEveryone | Explaining to Parents/carers how the Playscheme will be run for the foreseeable time. Temporarily offering altered sessions, to limit foot traffic on the premises.Not adhering to Health and Safety requirementsVerbal or Physical abuseRisk Assessment works alongside the Admissions and Bookings Policy appendix January 2021To minimise the spread of Covid-19, everyone will be repeatedly (daily) asked about symptoms and contact.Minimising contact with individuals who are unwell. Different settingsCross contamination on clothingItems from homeDropping off essential itemsLunch and food containers | Each parent or carer will need to sign a Covid-19 Home - Playscheme agreement before the child/ren’s attendance. If this is not signed, the children will not be allowed to attend.Session times will be limited to 8.30-3.30 and 9.30-3.30. Later sessions, until 5:30, will be offered on a case by case basis.This will not be tolerated, and the individual will no longer be permitted onsite. Parents/Carers will no longer be permitted to use Go Play for their children.Playworkers will be subject to disciplinary action.Policy will be available on the Go Play website.* Does your child or someone in the household have a temperature of 37.8 C or higher?
* Does your child or someone in the household have a new continuous dry cough?
* Does your child or someone in the household have a loss or change to their taste or smell?
* Have they been in contact with someone who has tested positive for Covid-19 in the past two weeks?

Ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend.Visual check of child on arrival. Use non-contact thermometer if required. Everyone will be repeatedly (daily) asked about symptoms and contact.Asking that children are not taken to different settings.Everyone will be asked to ensure freshly laundered clothing is worn.Children will not be permitted to bring in items from home, such as bicycles, scooters and toys.In the event of requiring essential items, the driver will have to remain in their car while parked in the carpark and a staff member in PPE will collect.All food must be in disposable containers as they will not be returned home to prevent cross contamination. i.e. sandwiches in a sandwich bag. Except for their own drinking bottle. | Parent/carer and ManagerManager Committee and ManagerCommittee and ManagerAll StaffParents/carers and PlayworkersParent and PlayworkersManagerEveryone |
| Everyone | Off Site TripsExternal providers | There will be no off-site trips until further notice. No external providers or visitors until further notice.  | Committee Manager |
| Parents and carers | Limiting numbers of adults on siteMode of transportCross contamination from money | Parents and carers will be asked that only one adult brings and collects their child/ren.We ask that parents and carers either walk or use private transport to bring their children, avoiding public transport where possible. If they arrive by bicycle, the child’s bike or scooter cannot be stored on site.All children attending must be pre-booked and payment made preferably online.If cash payments must be made, the exact amount is to be supplied in an envelope. | Manager/Deputy Manager |
| Parents and CarersParents and CarersPlayworkers and ChildrenPlayworkers | Contacts in case of emergency and illnessConfirmed Covid-19 after asymptomatic testing, household 3rd party.Presenting symptoms during sessions.Unavailable Contacts Paracetamol and Ibuprofen Preventing cross-contamination | Online booking form will have to include contact details of the parents or carers and at least one other contact in case of emergencies. Unless we have two contact details, the child/ren WILL NOT be able to attend.Parents/carers will be required to collect their own child and all the children attending from their household within ½ an hour. The Manager to assess the 3rd party contact and contact the parents and carers of the children within the same social bubble (confidentially) to given them the option to withdraw their child. Parents/carers will be required to collect their own child and all the children attending from their household within ½ an hour. Playworkers to go home.The Manager to assess the contact and contact the parents and carers of the children within the same social bubble (confidentially) to given them the option to withdraw their child. The Manager will assess the social contact in relation to the Playworker and their need to go home. The child then must go to either the Manger or Deputy Manager for isolation until the parent or carer collects them.Symptomatic child or playworker to get a test; inform Playwork Manager of result when it is received; Playwork Manager to inform bubble parents of test outcome.If neither of the contacts are available, we will contact the relevant authorities.No children will be permitted to have analgesic medication while attending Go Play, unless you speak with Manager prior to arrival. This is to avoid masking the symptoms of Covid-19.Clean and disinfect rooms the suspected case was using – ensure appropriate PPE. | ManagerManager |
| Playworkers and Prearranged essential visitors (PPE as required) | Preventing cross-contaminationHand sanitiser 70%Face ShieldsDisposable Face MasksDisposables apronsDisposable glovesPPE removalDisposal of PPE or cleaning clothes into a provided brightly coloured bin linerFace masks Exemptions  | Prior to using and after removing PPE, everyone must wash their hands with soap and water thoroughly for 20 seconds. Supplied to each Playworker in a named bottle.Supplied named to each Playworker and worn. Reusable, clean at the end of each shift or more frequently if required. Using disinfectant sprayWhen talking to parents/caresDuring food prep, new one on leaving kitchen.Worn during food prep and First Aid interventions.Worn during cleaning, first aid and food preparation. New pair for each task. Anyone using PPE to wash their hands in the above manner after removing PPE.Each day or more often if required, the coloured bin liner will be double bagged into a black dustbin liner and safely stored for 72 hours prior to being disposed into general waste. Disposal must be done while wearing gloves.Face masks must be worn in communal areas by Playworker staff and children who are aged 11 and older. If the individual has a legitimate medical exemption to wearing a face mask, they must then wear a face shield.  | Deputy ManagerPlayworkerPlayworker and ManagerAssigned PlayworkerPPE wearer and Manager |
| Playworkers and Prearranged essential visitors (PPE as required) | Entry to the building if no one is at the door.Allowing Social Distancing on arriving Minimising cross contamination | They will then call or send a message to the playscheme phone (07555189597) to say that they have arrived. Start times to be staggered. When staff members arrive, already with a face mask on, they will need to stand back as the door is opened, they may only enter when the staff member who has opened the door moves away.The staff member will then go and wash their hands in the staff restroom. They then must go straight to the staff room where they will put their personal items. Large bags will be advised against.  | Playworker and Manager |
| Everyone | Reminders of Social Distancing and other essential information  | Posters in the windows, clearly seen from the queue and carpark.The ground will have tape measuring out the required distance as per government guidelines | Manager |
| Children and Playworker | Minimising contactSocial distancingTest results | Children will be grouped into bubbles to minimise contact.No more than 15 children are to be in each room. They will be separated within the room into 2 bubbles. Each bubble will have no more than 7 or 8 children.Always try and have the children (and Playworkers) social distancing, as they have more space.Bubbles **will not** be shut down until a positive test has been confirmed. The Manager will assess close contact to decide if both children and Playworkers will have to self-isolate for 10 days.If there is a suspected case within a bubble, no new individuals will be introduced into the bubble until a negative test result has been confirmed.We ask that the child only attends the Playscheme and not attend other settings. | Playworkers |
| Child and PlayworkersEveryonePlayworkers | Cleaning hands every hour Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approachCross contamination MusicVentilation  | Wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly with paper towels provided by Playworkers. One Playworker will be with the children supervising the hand washing and providing the paper towels. Another Playworker will be at the open door.Ensure disposable tissues are available throughout the locations.Each bubble will have their own small bin. Bins are to be emptied and disinfected daily or more frequently if required, while wearing gloves into a provided brightly coloured bin liner.To eliminate the need to shout, no music will be played.Windows will be open to ensure adequate ventilation, keeping security in mind. | Children and PlayworkersPlayworkersAssigned Playworker |
| PlayworkersPlayworker | Cleaning frequently touched surfaces often, using standard products such as detergents and disinfectantsCleaning the toilets and wash basinsRotation of available toysDisinfecting larger areas twice a day, lunchtime and at the end of the dayBright coloured bin liner disposal  | Clean AM before the children arrive, before and after lunch and at the end of the day with disinfectant (Zoflora)Spray disinfectant on the sink and toilets after each hourly hand washing. Clean if appropriate.The Playscheme will have a system of rotating the availability of toys over a period of 3 days, the maximum period Covid-19 is believed to live on surfaces.When all Playworkers and children are NOT in the room. Using a larger pressurised spray unit, mist all the items lightly with disinfectant. Each day or more often if required, the provided brightly coloured bin liner will be double bagged into a black dustbin liner and safely stored for 72 hours prior to being disposed into general waste. Disposal must be done while wearing gloves.  | Assigned PlayworkersDeputy ManagerPlayworkers |
| Playworkers | Minimising contact | Having lunchbreaks at set times, separated by 5 min by each person. Up to 3 people, socially distanced in the staff room at any given time. Eating lunch with the children within your assigned social bubble.If a Playworker must leave the premises at any time during their shift, they must wash their hands before they leave and on their return.  | Manager and Playworkers |