

Parasol Project - Risk Assessment



Area/activity/equipment	COVID-19 (Coronavirus) response
Venue	Tower PlayBase, OX3 9RG
Date of activity	Summer 2020
Level of Risk	<p>Red – High</p> <p>Pink - Medium</p> <p>Yellow – Medium/low</p> <p>Green – Low</p>

Focus	Issue	Area of Consideration	Hazard and level of risk	Recommended Control measures	New level of risk
Children, Parents, Staff	Spread of COVID-19	Drop off/pick up	<ol style="list-style-type: none"> Parents/carers do not adhere to social distancing guidelines Families do not use good time management Children dropped off who display symptoms Families may not be truthful about household health Parents/carers wanting to talk to managers or members of staff face to face Parents/carers/children arriving via public transport and not adhering to social distancing rules More than one family member dropping off or collecting child 	<ul style="list-style-type: none"> An information pack will be made available to parents and carers detailing their role in the safe operating procedures of PlayBase and details of the measures being taken to ensure the safety of their children and themselves Parents will be asked to adhere to social distancing rules at all times this will be stated in the information pack sent to parents There will be markings outside PlayBase to help parents remain socially distant during pick up/ drop off A member of staff will be at the designated entrance to welcome children and take a register. PPE will be worn by staff on the gate greeting parents and children Parents or carers will be asked to contact staff via the phone if they are running late for either drop off or pick up All bags and lunches are to be wiped down and placed in box provided Only children who are symptom free and/or have completed the required isolation period if they, or members of their household show symptoms, are allowed to attend the setting – parents will be informed of this in an information pack prior to the start of the summer activities Only parents/carers who are symptom free and / or have completed the required isolation period will be able to drop off or collect their child It is reasonable to ask parents, children or any member of their 	<ol style="list-style-type: none"> Reduced to low Reduced to low Reduced to medium/low Reduced to medium/low Reduced to low Reduced to low Reduced to low

				<p>household if they have any of the symptoms of COVID-19. If the answer is yes, parents/carers would not be allowed to leave their child at PlayBase, and the child would not be able to return until a negative test has been confirmed and agreed return has been confirmed by Parasol management staff, or current isolation guidelines had been followed.</p> <ul style="list-style-type: none"> • Aim to limit drop off and pick up to one adult per family • All children/ young people coming to the setting should aim to do so by foot, bike, or car and avoid all non-essential public transport travel. However, if this is not possible, they should adhere to current national guidelines for social interaction (for example wearing face coverings.) 	
Children	Spread of COVID-19	Social distancing/ grouping	<ol style="list-style-type: none"> 1. Lack of space to adequately socially distance 2. Children not adhering to social distancing and hygiene rules 	<ul style="list-style-type: none"> • Where appropriate there will be a reduced number of children/staff/visitors in any area to comply with current national distancing guidelines. • The maximum number of children / young people has been capped at 15 in each setting. • Children and young people have been peer grouped to minimise transmission • Staff are directed to support children in following guidelines and social distancing rules where possible • Where possible, outdoor spaces will be used for activities to minimise risk of virus spread • Hand sanitiser available on request – kept out of reach of children to avoid consumption • Soap and water hand washing will be encouraged on a regular basis • Children to use hand sanitizer on arrival and when leaving the building. • Door and windows to be left open to aid ventilation where safe and possible 	<ol style="list-style-type: none"> 1. Reduced to low 2. Reduced to medium/low

		Toileting, personal care and administration of medications and first aid	<ol style="list-style-type: none"> 1. The Administration of first aid, or aiding with personal care or toileting requires staff to come into close contact with the child 2. Children use toilet inappropriately / frequently without proper hygiene techniques followed 	<ul style="list-style-type: none"> • Children should be supported to do as much for themselves as possible including toileting, personal care and first aid. • Staff undertaking personal care responsibilities will wear appropriate PPE • A designated member of staff will monitor the toilets • Children and staff will be encouraged to perform good hand washing practices on a regular basis especially before and after toileting, personal care and administration of medications or first aid • Toilets will be cleaned on a regular basis by designated staff member and at the end of the day 	<ol style="list-style-type: none"> 1. Reduced to low 2. Reduced to medium/low
		Development of symptoms whilst at PlayBase	<ol style="list-style-type: none"> 1. Child develops / shows symptoms whilst at PlayBase 	<ul style="list-style-type: none"> • If a child begins to display symptoms of COVID-19 including, but not limited to, a continuous cough, loss of taste or sense of smell, or a high temperature, parents will be contacted immediately, and the child will be isolated as per the current guidelines until they can be collected. • A child awaiting collection will be isolated in a designated room with a member of staff wearing PPE. If it is not possible to isolate them, they will be put in an area which is at least 2 metres away from other children and staff, windows will be open for ventilation and the room will be thoroughly cleaned once the child has been collected • The child showing symptoms will be unable to attend PlayBase until isolation guidelines have been followed or a negative test result has been achieved • If a member of staff or child has been in close contact with a child who has displayed symptoms, they do not need to go home/ self-isolate until they themselves show symptoms or obtain a positive COVID-19 test result. They should wash their hands thoroughly for 20 seconds with soap and water after any contact with someone who is unwell. • If a child or staff member tests positive for COVID-19, the rest of their peer group as well as the allocated staff for that group will be sent home and advised to self-isolate for 14 days. The other household members of the wider peer group will not need to self-isolate unless the child or staff member they live with subsequently develops symptoms. • As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In 	<ol style="list-style-type: none"> 1. Reduced to medium/low

				<p>some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure.</p> <ul style="list-style-type: none"> If clinical advice is needed staff, parents or carers should visit the NHS website or call 111. 	
Staff	Spread of COVID-19	Attendance	<ol style="list-style-type: none"> Staff attend PlayBase if they have the symptoms of COVID-19 Staff travel to PlayBase on public transport and do not adhere to social distancing guidance Key staff member, who fulfils designated role (e.g. safeguarding lead) becomes unwell and is unable to work 	<ul style="list-style-type: none"> Staff should only attend PlayBase if they are symptom free, have completed the required guidance on isolation or achieved a negative test result Staff will receive a copy of an information pack containing relevant risk assessments, procedures and guidelines relating to their role at the parasol project. A document will remain at PlayBase signed by all staff to say they have received and read a copy. All staff travelling to the setting should avoid all non-essential public transport whenever possible and adhere to national guidelines on social interactions outside of work hours In accordance with our business continuity plan, adequate numbers of staff have been trained to the appropriate level to provide cover in the event of absence If sufficient number of these qualified staff are not available the service will not operate 	<ol style="list-style-type: none"> Reduced to low Reduced to low Reduced to low
		Social distancing / grouping	<ol style="list-style-type: none"> Staff do not adhere to social distancing guidelines whilst at PlayBase There is inadequate space to socially distance during break times 	<ul style="list-style-type: none"> Staff will remain at PlayBase for the duration of the summer, and will not be placed in other settings Staff will be asked to adhere to social distancing rules during breaks and will be provided with sufficient space to do so. Staff breaks will be staggered throughout the day to reduce chance of close contact in staff rooms Staff members should avoid unnecessary physical contact with each other including handshakes, hugs etc. Door and windows will be left open to aid ventilation Where possible meetings and training sessions will be conducted through virtual conferencing Where this is not possible meetings and trainings will be held in large, well ventilated spaces to allow for adequate social distancing 	<ol style="list-style-type: none"> Reduced to medium low Reduced to low
		Training	<ol style="list-style-type: none"> Staff do not receive adequate training to be able to work safely during summer programme 	<ul style="list-style-type: none"> All staff will be provided with an information pack and receive appropriate instruction on infection prevention and control and risk assessments relevant to their work. This will be signed off prior to the commencement of their work with parasol 	<ol style="list-style-type: none"> Reduced to low

		Clothing	<ol style="list-style-type: none"> 1. Staff do not bring a clean change of work clothes with them 	<ul style="list-style-type: none"> • All staff will be instructed to bring set of 'work clothes' to change into at the start of their shift and out of at the end of the day • These clothes must be washed before they are used again • Changing facilities will be provided and cleaned before play scheme commences 	<ol style="list-style-type: none"> 1. Reduced to low
Parents and Visitors	Spread of COVID-19	Communication	<ol style="list-style-type: none"> 1. Families are unaware of their roles and responsibilities for maintaining the safety of staff and children at PlayBase 	<ul style="list-style-type: none"> • Parents will receive clear communication regarding their role in the safe operating procedures of PlayBase and details of the measures being taken to ensure the safety of their children and themselves. • If parents want to contact management or staff they should do so via phone or email 	<ol style="list-style-type: none"> 1. Reduced to medium/low
		Visitors	<ol style="list-style-type: none"> 1. Visitors or parents enter building increasing possible spread of Covid-19 	<ul style="list-style-type: none"> • Access to the PlayBase building will be restricted to children and staff as far as practically possible with parents/carers and visitors asked to remain outside unless absolutely essential • Where essential visits are required (for example essential maintenance), all efforts should be made to facilitate these outside normal working hours to reduce risk of spread. • It is reasonable to ask essential visitors if they have any of the symptoms of COVID-19, if the answer is yes, they will not be able to enter the building without appropriate levels of PPE • Essential visitors will be required to wear appropriate levels of PPE • Unannounced visitors will not be permitted into the building. 	<ol style="list-style-type: none"> 1. Reduced to low
Staff and children	Spread of COVID-19	PPE	<ol style="list-style-type: none"> 1. The inappropriate/inadequate use of PPE 2. PPE not disposed of correctly 3. Lack of adequate PPE supplies 	<ul style="list-style-type: none"> • As per current government guidelines: <i>'The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</i> <i>PPE is only needed in a very small number of cases:</i> <ul style="list-style-type: none"> • <i>where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained</i> • <i>where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used'</i> • We will adhere to these guidelines; however we understand that the 	<ol style="list-style-type: none"> 1. Reduced to low 2. Reduced to low 3. Reduced to low

				<p>guidance may change, and will adapt our policies as required to conform to the most up to date guidance.</p> <ul style="list-style-type: none"> • Disposable gloves, masks, visors and aprons as well as eye protection will be available for staff to use as appropriate • All PPE will be appropriately disposed of or cleaned thoroughly before and after each use, hands will be washed regularly with soap and water for 20 seconds before and after removal of PPE • PPE and waste potentially contaminated with COVID-19 will be double bagged and put in a secure place for storage for 72 hours, once it has been stored for 72 hours it can be disposed of. • Staff will be given guidance on the appropriate use of PPE • If PPE supplies run out and reasonable attempts to get more fails, then the Play Scheme may have to be closed until stocks can be replenished • All PPE should be used according to current guidelines. 	
All staff	Spread of COVID-19	Cleaning	<ol style="list-style-type: none"> 1. Cleaning not completed thoroughly 2. Cleaning supplies not available 	<ul style="list-style-type: none"> • Frequently touched surfaces will be cleaned throughout the day using appropriate cleaning equipment • Hands will be washed regularly before and after cleaning • Disposable gloves are available if necessary/appropriate • Cleaning supplies will be checked regularly, and supplies ordered where necessary • Designated staff will carry out scheduled cleaning throughout the day • End of day cleaning will be done by whole staff team • End of week cleaning will be done by designated agency • There will be an end of holiday clean of the building 	<ol style="list-style-type: none"> 1. Reduced to medium/low 2. Reduced to low
All staff, children and parents / carers	Spread of COVID-19	Hygiene	<ol style="list-style-type: none"> 1. Contaminated tissues 2. Lack of good hand hygiene 	<ul style="list-style-type: none"> • Children & staff encouraged to follow 'catch it, bin it, kill it' guidelines for coughs and sneezes and reminded not to touch face, eyes, mouth or nose with unclean hands. • Tissues will be made available throughout the venue. • Staff to be sent hand washing guidelines in order to support children. • Hand washing posters will be put up in key locations. • Staff to encourage children to wash hands, especially at key points during the day (snack and lunch) • Disposable hand towels available to dry hands • Hand sanitizer available on request • Children and staff to use hand sanitizer on arrival and when leaving the building 	<ol style="list-style-type: none"> 1. Reduced to low 2. Reduced to medium/low
All staff	Spread of	Food	<ol style="list-style-type: none"> 1. Contamination of food 	<ul style="list-style-type: none"> • Staff and Children MUST wash hands before food preparation, 	<ol style="list-style-type: none"> 1. Reduced to

and children	COVID-19	preparation, snack and lunch times	2. during preparation Poor hand hygiene before and after eating	distribution and eating <ul style="list-style-type: none"> • Appropriate PPE will be worn while preparing food • Staff and Children MUST wash hands after eating • Staff to handle eaten food as little as possible • Children and Staff to be responsible for their own food waste and packaging where possible • Staff to use appropriate PPE when cleaning • Staff told to bring a packed lunch 	2. low Reduced to medium/low
All staff, children and parents	Mental health issues surrounding COVID-19	Mental health	1. Deterioration of mental health of children, parents or staff as a result of the ongoing COVID-19 pandemic	<ul style="list-style-type: none"> • Staff to be vigilant in identifying signs of mental health deterioration in children, carers and staff • Staff given regular opportunities in meeting to provide feedback on the new arrangements put in place • Staff will be provided with an information pack detailing the changes that are required, including access to all risk assessments prior to the event. • Management will be available to discuss any concerns of staff • Staff numbers have been increased to allow for staff absences as a result of COVID-19 related issues and concerns • Parents and staff will be signposted to relevant services if required 	1. Reduced to medium/low

What Further Measures have been taken to minimise the risk.

Staff will supervise children at all times. We will be following any developments and changes to guidelines/advice relating to Covid-19/Coronavirus and adapting our practice accordingly as soon as possible.

This will be communicated to staff in Morning briefings.

Relevant Enablers informed of Risk Assessment (Enablers to sign when they have read the assessment)

Name	Signature	Name	Signature
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
11.		12.	
13.		14.	
15.		16.	

Monitoring arrangements:

Risk assessment updated on:	20/07/20		
Next assessment required on:	01/10/20		
Name of Assessor:	Daniel Norey		
Job Title:	Executive Director		
Signed:			
Counter signed:		Counter signatory name:	Kat Smart
		Counter signatory job title:	Volunteer co-ordinator