

Parasol Project - Risk Assessment



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| Area/activity/equipment | COVID-19 (Coronavirus) response |
| Venue | Wolvercote, OX2 8AU |
| 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 |
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| Young people, 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 Parasol choice day activities 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 them There will be a drop off procedure managed by staff A member of staff will be at the designated entrance to welcome young people and take a register. PPE will be worn by staff greeting parents and young people Parents / 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 young people 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/carers 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, young people 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 |

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| | | | | <p>household if they have any of the symptoms of COVID-19. If the answer is yes, the young person will not be able to attend Parasol Teenage activities, and the young person 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 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.) • A Parasol minibus will be available to shuttle children/young people from East Oxford Community Centre to Northmoor. This is to reduce the need for individuals to use public transport. (see East Oxford Community Centre and minibus risk assessment) | |
| Young people | 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 young people / staff / visitors in any area to comply with current national distancing guidelines. • The maximum number of young people has been capped at 15 • Young people have been peer grouped to minimise transmission • Staff are directed to support young people 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 sanitizer available on request – kept out of reach of children to avoid consumption • Soap and water hand washing will be encouraged on a regular basis • Young people to use hand sanitizer on arrival and when leaving the building. • Where applicable and safe doors and windows to be left open to aid ventilation | <ol style="list-style-type: none"> 1. Reduced to low 2. Reduced to medium/low |

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| | | <p>Toileting, personal care and administration of medications and first aid</p> | <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 child 2. Children use toilet inappropriately / frequently without proper hygiene techniques followed | <ul style="list-style-type: none"> • Young people 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 • Young people 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 |
| | | <p>Development of symptoms whilst at Parasol teen activities</p> | <ol style="list-style-type: none"> 1. Young person develops / shows symptoms whilst at Wolvercote youth centre | <ul style="list-style-type: none"> • If a young person begins to display symptoms of COVID-19 including, but not limited to, a continuous cough, loss of taste or sense of smell, breathlessness, or a high temperature, parents/carers will be contacted immediately, and the young person will be isolated as per the current guidelines until they can be collected. • A young person 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 young people and staff, windows will be open for ventilation and the room will be thoroughly cleaned once the young person has been collected • The young person showing symptoms will be unable to attend Parasol teen activities until isolation guidelines have been followed or a negative test result has been achieved • If a member of staff or young person has been in close contact with a young person 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 young person 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 young person or staff member they live with subsequently develops symptoms. • As part of the national test and trace programme, if other cases are | <ol style="list-style-type: none"> 1. Reduced to medium/low |

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| | | Training | 1. 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 | 1. Reduced to low |
| | | Clothing | 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 activity session commences | 1. Reduced to low |
| Parents and Visitors | Spread of COVID-19 | Communication | 1. Families are unaware of their roles and responsibilities for maintaining the safety of staff and children at Parasol Teen activities at Wolvercote youth centre | <ul style="list-style-type: none"> Parents will receive clear communication regarding their role in the safe operating procedures of Parasol teen activities at the Wolvercote youth centre 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 | 1. Reduced to medium/low |
| | | Visitors | 1. Visitors or parents enter building increasing possible spread of Covid-19 | <ul style="list-style-type: none"> Access to the Wolvercote youth centre building will be restricted to parasol young people 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. | 1. Reduced to low |
| Staff and children | Spread of COVID-19 | PPE | <ol style="list-style-type: none"> The inappropriate/inadequate use of PPE PPE not disposed of correctly 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"> where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of | <ol style="list-style-type: none"> Reduced to low Reduced to low Reduced to low |

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| | | | | <p>2 metres cannot be maintained</p> <ul style="list-style-type: none"> • 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' • We will adhere to these guidelines; however we understand that the guidance may change, and will adapt our policies as required to conform to the most up to date guidance. • 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 • 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 activities may have to be closed until stocks can be replenished • All PPE should be used according to current guidelines. • Young people and staff involved in food preparation and distribution will be supervised by senior staff in the appropriate use of PPE. | |
| 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 with soap and water 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 • Weekly cleaning will be done by designated agency | <ol style="list-style-type: none"> 1. Reduced to medium/low 2. Reduced to low |

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| 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"> • Young people & 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) • Hands are dried with disposable hand towels. • Hand sanitizer available on request • Young people 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 and children | Spread of COVID-19 | Food preparation, snack and lunch times | <ol style="list-style-type: none"> 1. Contamination of food during preparation 2. Poor hand hygiene before and after eating | <ul style="list-style-type: none"> • Staff and young people MUST wash hands before food preparation, distribution and eating • Staff and young people MUST wash hands after eating • Any staff of young persons involved with food preparation and distribution will wear appropriate PPE. • Staff to handle eaten food as little as possible • Young people and Staff to be responsible for their own food waste and packaging where possible. • Staff to use appropriate PPE when cleaning. • Young people and staff involved in food preparation and distribution will be supervised by senior staff in the appropriate use of PPE. | <ol style="list-style-type: none"> 1. Reduced to low 2. Reduced to medium/low |
| All staff, children and parents | Mental health issues surrounding COVID-19 | Mental health | <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 1. Reduced to medium/low |



What Further Measures have been taken to minimise the risk.

Staff will supervise Young people 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 |
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Monitoring arrangements:

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| 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 |