



Time Out Cov-19 Risk Assessment

Childcare provider:	Time Out Club
Address:	Manland Primary School, Sauncey Avenue, Harpenden, Herts, AL5 4QW
Manager/Owner:	Sarah Beale
Date assessment completed:	09/04/2021

Movement of persons around the setting

Hazard	Control Measures
Entrance and exit to childcare setting causing people to congregate compromising social distancing	<ul style="list-style-type: none"> • Ask parents to indicate time of drop off / collection from the club. • Ask parents to ensure that they arrive within the times that they have indicated. Plan this and provide information to parents regarding where to collect their child(ren) • Discourage parents from gathering and implement social distancing outside the setting to minimise the adult to adult contact. • If the children are in the play ground the allocated collection times would remain the same.
Travel and outings	<ul style="list-style-type: none"> • NA
Increased numbers during external play.	<ul style="list-style-type: none"> • Keep to year groups (a bubble) and adhere to the EYFS ratios. Bubble = a group or a small cohort • Activities / tables to be spaced as far apart as possible (where possible 2 metres) • Resources to be allocated per bubble a set of activities / toys for both internal and external play. Each item to be labelled appropriately. Externally the children are allocated an area per bubble. • Activity planning based around seated individual activity for internal play.



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<p>Increased numbers during breakfast /snack times compromising social distancing</p>	<ul style="list-style-type: none"> • Use of multiple spaces and socially distanced bubbles. • Seating in bubble groups with hand washing/hand sanitiser – tables kept apart. Meals delivered to the groups by staff member. • Ensuring everyone keeps further apart than normal. Where possible adults should remain 2 metres from one another. • Cleaning of tables, chairs following use. • Doors and windows open for improved ventilation. NB Time Out Room door not safe to be left open during sessions due to access to the car park via the stairs.
<p>Spread of virus due to increased numbers of people within the building</p>	<ul style="list-style-type: none"> • Inform parents that if their child needs to be accompanied to setting only one parent should attend. • No parents to enter any of the internal spaces. • Collection all to be managed externally. • Deliveries to the Time Out Room to be managed by staff who will collect the items and bring them into the building.
<p>Inadequate social distancing measures leading to spread of the virus</p>	<ul style="list-style-type: none"> • Year group bubbles will always be maintained.



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Premises related matters

This will be guided by information provided by Manland Primary School but in addition we will continue to follow the

Hazard	Control Measures
Changes to building use being safe for pupils and staff – e.g. storage, one-way systems, floor tape	<ul style="list-style-type: none"> • Update risk assessments to include coronavirus (COVID-19) and any changes that have been necessary (e.g. hand washing, one-way systems, allocation of specific areas). • Consider how the layout will enable access to outdoor space and the equipment necessary for each bubble group. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).
First aid procedures – reduced numbers of first aiders and paediatric first aider	<ul style="list-style-type: none"> • Review First Aid procedures. • Rota systems in place to ensure adequate numbers of PFA trained staff. • Communication of first aid arrangements cascaded to staff. • All adult staff are 12 hour first aid trained.
Fire procedures	<ul style="list-style-type: none"> • 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. • 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. • Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.
Water hygiene – management of legionella (where appropriate)	<ul style="list-style-type: none"> • 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.



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	<ul style="list-style-type: none"> Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance Managing school premises during the coronavirus (COVID-19) outbreak (and NPS guidance: Water Hygiene Management during Covid-19 Lockdown).
Using and monitoring new practices to reduce risk of Covid-19 transmission	<ul style="list-style-type: none"> Training of all staff via briefing prior to start – to include 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. Daily morning and end of the day briefings. Managers must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions. Review Setting Policies and Procedures – including safeguarding – to include coronavirus (COVID-19).
Shared area.	<ul style="list-style-type: none"> Numbers of people reduced at one time on a rota to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Enhanced cleaning regimes as per below.
Ventilation to reduce spread	<ul style="list-style-type: none"> Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). In the hall, the internal doors to be left open with the windows to the quad also to be left open to allow ventilation. Where mechanical ventilation is present, recirculatory 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.
Management of waste	<ul style="list-style-type: none"> Ensure bins for tissues have lids and are emptied at the end of each session. All waste bags to be “double bagged”. Follow guidance on disposal of waste (such as used fluid resistant masks) Safe-working in education childcare and children’s social care including the use of PPE.



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Activities to take place outdoors in line with social distancing	<ul style="list-style-type: none"> Decide which activities can take place outdoors and refresh risk assessment for outdoor space. Externally the children are allocated an area per bubble.
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Cleaning and reducing contamination

Hazard	Control Measures
Using play equipment – multiple-use	<ul style="list-style-type: none"> Appropriately cleaned between bubbles of children and only one bubble at a time. Each bubble allocated a box of activities. Using Manland primary school’s rota for external equipment use.
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> Prevent the sharing of stationery and other equipment where possible. Suitable procedures in place for managing access to items of ‘heavy use’ such as IT equipment tablets to reduce social distancing. Enhanced cleaning regimes. Limit use of equipment staff to sign children in and out.
Contaminated surfaces spreading virus	<ul style="list-style-type: none"> Remove unnecessary items from playrooms and other learning environments where there is space to store it elsewhere. Regular cleaning. Remove items that cannot be easily cleaned such as soft toys. Sand, water & messy play needs to be single use only, provide each child with their own tray, which is cleaned after use. Books to be removed. Minimise toys to make cleaning regimes easier, if toys do not wash easily or clean easily don’t use them. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting.
Cleaning staff and hygiene contractor’s capacity – providing additional requirements	<ul style="list-style-type: none"> Discuss with cleaning staff the additional cleaning requirements and allow for this.



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	<ul style="list-style-type: none"> • Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. • See safe-working in education childcare and children’s social care including the use of PPE and COVID-19 decontamination in non healthcare settings.
Sufficient hand washing facilities for staff and children	<ul style="list-style-type: none"> • Where a sink is not nearby, provide supervised access to hand sanitiser in the hall. • Hand sanitiser to be provided for use during the session to be supervised and administered by staff. • Plan in regular access to facilities throughout the day.
Additional time for staff and children to carry out hand washing	<ul style="list-style-type: none"> • Frequent hand cleaning as part of normal routine. • Stagger regular access to hand washing facilities throughout the session. • External – encourage regular use of hand sanitiser, supervised and administered by staff, to ensure regular use.
Hand washing practice with children	<ul style="list-style-type: none"> • Review the guidance on hand cleaning and introduce hand washing songs for children. • Ensure that help is available for children and young people who have trouble cleaning their hands independently. • See guidance and resources available at e-bug Information about the coronavirus (COVID-19).
Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> • Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. • Use regular detergents. • Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.
Toilets being overcrowded	<ul style="list-style-type: none"> • Limit the number of children who use the toilet facilities to ensure they are using the space one at a time. • Visiting the toilet one after the other if necessary. • Forming a socially distanced queue in the lobby whilst waiting to use the facilities.



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Staff related issues

Hazard	Control Measures
Inadequate training for Managers on completion of RA for COVID-19, leading to anxiety and lack of the reassurance needed for staff	<ul style="list-style-type: none"> Guidance, risk assessment and checklist provided to Childcare Providers support will be via you Early Years & Childcare Adviser. Use of government guidelines to train staff members.
Insufficient staff capacity to deal with increased staffing requirements relating to numbers of bubbles children – Shortage of staff to maintain EYFS ratios	<ul style="list-style-type: none"> Time Out Club will maintain bank staff (club manager and trained and experienced students) to use at short notice where feasible. Time Out Club may have to cancel sessions at short notice if we experience staff shortages due to self-isolation. Parents will be informed immediately a staff shortage occurs.
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes	<ul style="list-style-type: none"> Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. If appropriate, seek GP or occupational health advice.
Staff understanding of new changes – safe practice at the setting	<ul style="list-style-type: none"> Talk to and involve staff with the planning (for example, safety measures, timetable changes and staggered arrival and departure times).
Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> Access to testing is already available to all essential workers. Testing is conducted voluntarily within the Time Out staff bubble on a twice weekly basis and reported using the Governments reporting site. Tests are recorded internally via the Dfe data sheets.



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<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff</p>	<ul style="list-style-type: none"> • If a child, becomes unwell with symptoms of coronavirus (COVID-19) while in the setting and needs direct personal care until they can return home, PPE to be worn by the supervising adult and at a distance of 2 meters to be maintained where practical. • If contact with the child or young person is necessary, then gloves, an apron and a face mask 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 PPE should also be worn. • Ensuring that fluid resistant face masks are available, and a supply is maintained. • See the government guidance on safe-working in education childcare and children’s social care including the use of PPE.
<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<ul style="list-style-type: none"> • A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious. • Government guidance on shielding and protecting extremely vulnerable persons and staying alert and safe social distancing clinically vulnerable people should also be followed when considering staffing arrangements.
<p>Staff use of PPE</p>	<ul style="list-style-type: none"> • Children whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. • Follow government guidance about coronavirus (COVID-19) early years and childcare closures.
<p>Use of PPE / lack of understanding</p>	<ul style="list-style-type: none"> • Adequate training / briefing on use and safe disposal • Follow government guidance on putting on and taking off standard PPE and above guidance on use in education settings.
<p>Dealing with suspected and confirmed cases</p>	<ul style="list-style-type: none"> • Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus (COVID-19) in a setting. • Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes. Record and report any bubble breaches to Manland school immediately.



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	<ul style="list-style-type: none"> Use of PPE pack during transition of unwell child/staff member. PPE pack to be labelled as emergency COV-19 response pack.
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Child related issues

Hazard	Control Measures
Children with EHCP	<ul style="list-style-type: none"> Complete risk assessment before attendance, for advice on Inclusion contact your Early Years Consultant for childminders please contact your Early Years Advisor.
Children unable to follow guidance	<ul style="list-style-type: none"> Ensure that the same staff are assigned to bubble group (where possible) Some children will need additional support to follow these measures.
Specific issues for EY stage children understanding social distancing	<ul style="list-style-type: none"> EY to be located in a room where they are to wash their hands regularly. EY children to be monitored by a senior member of staff.
Vulnerable groups who are clinically, extremely vulnerable	<ul style="list-style-type: none"> Parents should follow medical advice if their child is in this category: guidance on protecting people most-likely to get-unwell from coronavirus Or if someone within their household is in this category: guidance on shielding and protecting extremely-vulnerable persons from covid 19
Member of a bubble group becoming unwell with COVID-19	<ul style="list-style-type: none"> If a child is awaiting collection, they will be moved to an area where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Guidance to be taken from Manland Primary School. Ensure suitable PPE (including fluid resistant face mask) is available at this location.



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Transport

Hazard	Control Measures
Travel to setting and provision of safe transport	<ul style="list-style-type: none"> • Consider transport arrangements and where possible encourage parents and children to walk or cycle to the setting where possible. • Be aware that parents are likely to have used public transport to get to us. Ask parents to remain outside of the setting whilst a staff member assists the child to collect their belongings. Signing out carried out by a member of staff on behalf of the parents.
School Transport arrangements support changes to school times	<ul style="list-style-type: none"> • Liaising with Manland Primary School to understand start and finish times for each separate year bubble. • Follow government guidance about working safely with vehicles during coronavirus (COVID-19). • Use the external exit/entrance to the Hall / Time Out Room and collect the children from the playground if deemed necessary. • One-way exit system not necessary for Time Out Parents. Pedestrians may use the path to enter and exit the premises. Vehicles may use the driveway taking into account the usual precautions.



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Provision of food

Hazard	Control Measures
Kitchen facilities comply with latest COVID-19 guidance to reduce risk of infection/contamination	<ul style="list-style-type: none"> Follow usual food safety and hygiene procedures and government guidance for catering establishments safely during coronavirus (COVID-19) Ensure Health and Safety policies are followed. Suitable PPE to be provided to staff to allow for safe food preparation.
Food that is able to be prepared on premises is compliant with COVID-19 health and hygiene guidance	<ul style="list-style-type: none"> As above
Catering staff are operating in a safe environment	<ul style="list-style-type: none"> Catering staff to follow government guidance for catering establishments safely during coronavirus (COVID-19).



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Communications with parents and others

Hazard	Control Measures
Parents, contractors and other staff entering or working in the setting	<ul style="list-style-type: none"> • Tell parents, carers or any visitors, such as suppliers, not to enter the childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. • Publish a site telephone number in case of immediate access is required.
Suppliers understanding and complying with new arrangements	<ul style="list-style-type: none"> • Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside setting hours. • No deliveries between 8:30am – 9:05am or 15:00 – 15:30
Communications to parents and staff	<ul style="list-style-type: none"> • Regular communications, update emergency contact details for all children
Parent aggression due to anxiety and stress	<ul style="list-style-type: none"> • Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety.