

2 DA STAGE PERFORMING ARTS & CHILDCARE CLUB

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2 DA STAGE COVID-19 RISK ASSESSMENT

Description of activity & hazards	Who might be harmed?	Suggested Controls Responsibility in some areas will fall between SP and the Organising Group and should be clarified on this document	Risk	Confirmed in place	Details/Notes / Further mitigating actions to consider
Introduction of virus from symptomatic or asymptomatic individuals	All	Warning signs displayed in reception to stay away if symptomatic or if advised to self-isolate Advice on website Reminders issued to all attendees on a daily basis	3	✓	Letter to all parents which must be read before booking their children in. Advice on our booking form. Reminders to be given daily when dropping children off in the morning
Severe outcome from virus	Vulnerable & extremely vulnerable individuals	Gov advice no longer requires isolation for extremely vulnerable people (after 1/8/20). Consider which duties and activities should be allocated to vulnerable and extremely vulnerable employees and attendees. Extra care protocols for vulnerable and extremely vulnerable attendees Consider the needs and concerns of BAME individuals (employees or attendees), who may be at increased risk of severe outcomes	3	✓	Staff consider vulnerable children when carrying out activities and measure put into place to ensure they and the other children are not at risk

Contracting the virus through contact with infected surfaces or close contact	All	<p>Promote increased hand-washing</p> <p>Provide hand cleaning facilities / sanitiser stations</p> <p>Posters advising hand-cleaning and Catch It – Bin It – Kill it</p> <p>Enhanced cleaning of contact points within facilities whilst in use</p> <p>Enhanced cleaning of overall site and contact points not in use by Summer Camp (Schools Plus)</p>	2	✓	<p>Children to be told daily during registration about the importance of regular hand washing.</p> <p>Sanitising station placed at reception and outside all play spaces</p> <p>Cleaning schedule to be placed on displayed and signed regularly by staff on rota</p> <p>Songs and actions to be taught to the children to encourage handwashing for at least 20 seconds</p>
Mingling of children	Children and staff	<p>Group sizes (bubbles) strictly limited to 15 plus minimum one supervising adult but in line with standard child/adult supervision ratios</p> <p>No mingling between groups during the day</p> <p>Children remain in allocated group for the duration of the sessions</p> <p>Staggered break times</p> <p>Breaks to be taken outside wherever possible</p> <p>Social distancing (1m+) to be exercised wherever possible, even within groups. Contact between children to be kept to an absolute minimum. Activities should be designed with this in mind</p>	3	✓	<p>Maximum group size is 15 in line with government guidance. Children to be grouped as follows</p> <p>Group 1: 5-7 year olds- Gym</p> <p>Group 2: 8-10 year olds- Main Hall</p> <p>11-12 year olds- Library area</p> <p>Staff allocated to a specific group and remain with that group throughout</p> <p>Each group allocated a separate playground and toilets</p> <p>Activities to take place outdoors as much as weather permits</p>

Travel	Parents, Children and Staff	<p>Children should ideally be from the local area and should be advised to arrive on foot or by bicycle and avoid public transport where possible</p> <p>Parents dropping off by car must only travel with members of their own household</p> <p>Attendees arriving on public transport should be reminded to follow social distancing and wear masks as required</p>	2	✓	<p>Letter to parents reminding them to not travel to the setting on public transport. This goes for staff too where possible.</p> <p>Rewards during registration for children that cycle or walk.</p> <p>Parents reminded through the parent guidance letter to not send their children to this summer club for one week, a different summer club the following week and then return to us the week after.</p>
Large numbers of people present in one location at drop-off and collection	All attendees and guardians, reception staff	<p>No physical sign-in sheet</p> <p>Set staggered arrival times for groups if possible</p> <p>Advise parents to arrive on time (not too early) and leave promptly</p> <p>Parents must drop and collect children outside (incl. car park) and may not enter the buildings</p> <p>Parents to be advised not to gather</p> <p>Use one-way system if possible for arrival and departure</p>	3	✓	<p>Receptionist to sign children in and out. Parents do not sign the register.</p> <p>Only one parent in the reception area at a time.</p> <p>Parents follow the one-way system. They come in from the main reception and leave out the back.</p> <p>Posters displayed reminding parents to not enter the play space. Only one adult to drop off their child/ren.</p> <p>Parent guidance letter advises no gathering at the gate.</p> <p>Check that this is safe given the individual playscheme location and setting</p>
Touching of equipment e.g. tables, chairs, sound equipment	Leaders / all attendees / SP staff who touch equipment after event	<p>Enhanced cleaning protocols</p> <p>Regular cleaning of surfaces and contact points</p> <p>Cleaning at beginning and end of each day</p>		✓	<p>Cleaning schedule in place.</p> <p>Door handles, tables, light switches and other regularly touched surfaces to be clean at regular intervals throughout the day and signed off on the cleaning sheet.</p>

Use of shared equipment	Children and supervisors	<p>Equipment to be allocated to a bubble</p> <p>Equipment must be cleaned before allocating to a different bubble</p> <p>Full cleaning of equipment at the end of each week</p>	2	✓	<p>Each staff member is responsible for the cleaning of their group's own equipment. Equipment should not be shared between groups.</p> <p>All equipment must be cleaned at the end of the week.</p>
Use of personal equipment	Children and supervisors	<p>Use of mobile phones etc. should be limited for reasons of cross-contamination and safeguarding</p> <p>No sharing of personal equipment at all</p>	2	✓	<p>Mobile phones for children must be handed at the office by older children that travel on their own. Staff to wipe their own mobile phones and walkie talkies.</p> <p>Staff allocated their own computers and these should not be shared.</p>
Food & Snacks	Children and supervisors	<p>Attendees should bring their own food, snacks and water bottles</p> <p>Eating and drinking should take place outdoors if possible</p> <p>No sharing of food or water bottles</p> <p>Social distancing 2m to be observed whilst eating. People eating should be seated</p> <p>Attendees take their bottles and packaging/food carriers away with them at the end of each day</p>	2	✓	<p>No breakfast to be offered.</p> <p>Snacks provided by the holiday club are to be in packets or bottles E.G, packets or crisp, bottled or carton drinks.</p> <p>Children reminded during registration of the red rule- no sharing snacks.</p> <p>Eating should be done outside where weather is permitting with children spread out across the tables or picnic area.</p>
Indoor Activities	Children and supervisors	<p>Social distancing to be maintained as far as possible</p> <p>Large spaces to be used</p> <p>Consider carefully activities such as chanting and singing which carry extra risk</p> <p>Ventilation to be enhanced as much as possible</p>	2	✓	<p>Staff remain vigilant about the distance between children and themselves.</p> <p>Outdoor spaces to be used as much as the weather permits.</p> <p>Doors and windows to be open where possible.</p>

		If your activities can be conducted outdoors then they should be			
Outdoor Activities	Children and supervisors	Social distancing to be maintained as far as possible No contact – i.e. no matches, no tackling	2	✓	Staff to remain vigilant around social distancing. Poster displayed around the building encouraging social distancing.
Toilets	Children and supervisors	Toilets to be allocated to bubbles if possible Manage use of toilets to limit the number of children at any one time Children from different bubbles should not use toilets at the same time if possible Toilets to be cleaned frequently. At least 2x per day and between use by different groups if possible	2	✓	Each group are allocated their own toilets. Plenty of handwashing soap is made available for children and staff alike. One child to use the toilet at a time. Toilets to be checked and cleaned twice a day. This should be signed off on the cleaning chart.
Data for Test & Trace	All	Data to be held by the organising group for a minimum of 21 days.	N/A	✓	All data to be stored on ClubsBuddy.
First Aid	All	Each bubble to have a First Aider if possible First Aider to wear disposable PPE when administering First Aid	3	✓	All staff are first aid trained. Gloves, apron and mask to be worn to anyone administering first aid.
Symptomatic Individual	All	If a child develops symptoms of Covid-19 while in attendance, they will need to be collected from camp immediately Any individual showing symptoms to be kept in an allocated room awaiting collection, with a Supervisor if a child Supervisor to wear PPE, mask and gloves if social distancing of 2m cannot be maintained Test & Trace to be notified. Whole bubble and supervisor may be required to self-isolate for 14	2	✓	Any child suspected of having any of the recognised symptoms to be taken to the first aid room and supervised by one of the group leaders. This group leader must be wearing PPE and maintain distance. Parent to be called immediately to collect their child and encouraged to get the child tested. If the test is positive, the whole group and group leaders to self-isolate for 14 days,

		days			
Individuals not aware of requirements	All	Communicate policies and risk assessment with all parents and staff Share useful links, e.g. as shown	1	✓	https://www.gov.uk/coronavirus/education-and-childcare https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak https://www.brighthorizons.com/family-resources/talking-to-children-about-covid19

Appendix: Rating Risk & Action Required

Risk Rating – Specific to Covid-19 and SUPPLEMENTARY to general Risk Assessment

Likelihood	
1	Very unlikely (complete separation of different households)
2	Unlikely (2m distancing of separate households)
3	Moderate (1m+ distancing of separate households)
4	Likely (Less than 1m+ distancing)
5	Very likely (No distancing / large groups)

Risk Level above 3 is unacceptable

