

Holiday Club RISK ASSESSMENT

Company Name: Sutton Coldfield YMCA	Date: 22/09/2020	Review Date: 01/12/2020 -Subject to changes in government guidelines.	Assessment No: CV2
Assessor: Siobhan Smith-Inniss	Task: Implementing CORONAVIRUS, COVID-19 safety measures		

As new guidance is produced weekly, please refer to www.gov.uk for updates

Please note some of the links listed are included in the body of the risk assessment below for easier access to the relevant guidance when working through the document

Government Guidance

[Protective measures for out of school settings during the coronavirus covid-19 outbreak](#)

Protective measures for Holiday or After School Clubs and out of School Settings

Updated 20th August 2020

[Guidance for Parents and Carers of Children attending out-of-school settings during the Coronavirus \(Covid-19\) outbreak](#)

Government Guidance for Families who's Children will be attending out of school settings

Updated 20th August 2020

[Staying Alert and Safe \(Social Distancing\)](#)

Government Guidance explaining the measures that will help you to stay alert and stay safe

Updated 14th September 2020

[Coronavirus-covid-19 getting tested](#)

Government Guidance on coronavirus testing, including who is eligible for a test and how to get tested.

Published 15 April 2020

Last updated 17th September 2020– Department for Health & Social Care

[Stay at home guidance for households with possible coronavirus covid-19 infection](#)

Government Guidance for Families if somebody in their household has developed symptoms of Coronavirus

Updated 20th September 2020

[Working safely during coronavirus covid-19 5 steps to working safely](#)

Practical actions for businesses to take based on 5 main steps

Published 11th May 2020

Updated 18th September 2020

[Safe working in education childcare and children’s social care settings including the use of personal protective equipment PPE](#)

Updated 16th June 2020

[COVID-19 decontamination in non-healthcare settings](#)

Updated 15 July 2020 – DfE

Haz No.	Significant Hazards Look only for hazards which you could reasonably expect to result in significant harm e.g. slips/trips, work at height, falling objects, vehicles, electricity etc. (STEP 1)	People Affected List groups of people who may be at risk e.g. maintenance staff, contractors, cleaners, public etc. (STEP 2)	Existing Controls List controls that are already in place to control the risk e.g. physical safeguards, training, personal protective equipment etc. (STEP 3)	Level of Risk Decide on the level of risk remaining. (Likelihood x Severity)			Further Action Required List further action required to control significant risks. If there is lots to do, make an action list. (STEP 4)
				High	Med	Low	
					Appropriate planning for Children’s bubbles and allocation of staff is not currently in place or in line with government guidance. Risk- Transmission of Infection	Children, Families and Staff	

			<p>– Wednesday or Wednesday to Friday. No additional YMCA staff will enter our bubbles or our space. Other YMCA staff and residents will receive a copy of our procedures. Under no circumstances will any other YMCA staff be able to enter our designated space at all during the week as this will compromise our bubble system and increase the risk of spread of infection. Any staff or residents using other designated space within the YMCA will be expected to be mindful and considerate.</p> <p>We cannot allow parents and carers into our setting as we need to remain consistent with our bubble system.</p>				<p>Address</p> <p>Second contact and their contact details</p>
	<p>Parents and carers are not fully informed of the health and safety requirements for the YMCA Holiday Club service</p> <p>Risk- Transmission of infection</p>		<p>Risk Assessment will also be made available to all.</p>			x	
	<p>Children come to setting and are unwell.</p>	<p>Children, Families and Staff</p>	<p>We will be using digital thermometers to check the</p>			x	<p>Families will be supported with the correct guidance</p>

	Risk- Transmission of infection		children's temperature before they enter their bubble.				if their child becomes unwell during their time at club.
	Staff are not fit and healthy and put the children at risk Risk- Transmission of infection		Staff will have their temperatures taken before they start each shift.			x	Staff would be supported with the correct guidance if they were to develop Coronavirus symptoms.
	Our Service is unable to observe Social Distancing Risk- Transmission of infection	Children Families, Staff	<p>Every effort will be taken for the staff to maintain a safe 2 metre distance between one another.</p> <p>Staying Alert and Safe (Social Distancing)</p> <p>The children will be encouraged to maintain social distances where possible.</p> <p>The staff will have good knowledge and understanding of the children's needs and will be expected to use a fair approach when reminding the group about safe distances.</p> <p>Care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing guidelines</p> <p>We will encourage only one adult to drop off and pick up.</p>			x	<p>Clear and appropriate signage will be used around the site.</p> <p>Families will be notified of their start and finish times, in advance.</p> <p>Arrangements can be made with individual</p>

			<p>When families arrive on site, they will queue along the side of the building, making every effort to adhere to 2m social distancing. They will be called to the door, one at a time, for a short handover and for the children to be signed in. This will be the same procedure for signing out at pick up time.</p> <p>.</p> <p>We will encourage all families to be on time arriving at the YMCA at their specified time.</p> <p>If families are arriving by foot or have parked at the top of the drive, they will be encouraged to keep to the right side of the driveway and carefully walk down being very mindful of vehicles, until they reach the large gates. When they reach the gates, they should walk around the barriers and begin the queue behind the "Please Wait Here" sign.</p> <p>Staff will be asked to park their cars at the top of the drive to ensure that there are plenty of spaces available and to ease the staggered drop off and collection times</p>				families if there is a requirement for a more detailed handover. This could be by phone call before, during or after club or by email. Parents will not be permitted to stay on site once their child has been signed in or signed out of club
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	<p>Limited space available to accommodate 15 children and staff bubble.</p> <p>Risk- Transmission of Infection</p>	<p>Children, Families and Staff</p>	<p>Holiday Club will be using The YMCA SC Lodge to run their activities. This means that we can do activities in smaller groups as there are more rooms. We will also be using outdoor space to run some activities.</p> <p>If however, the weather is appropriate to do so, we will spend as much time as possible carrying out activities outdoors.</p> <p>Effective Infection Protection and Control</p> <p>At Lunchtime children will sit at tables indoors or outdoors, arranged to comply with social distancing guidance, where possible.</p> <p>The children will not be able to access the grassed area until all the gates to the area have been closed and the area is deemed safe. Barriers will be erected to provide a divide between us and the disability group.</p>			<p>x</p>	<p>Parents and carers will be required to apply Sun cream to their child prior to their arrival.</p>
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	<p>Hygiene procedures do not comply with government guidance</p> <p>Risk- Transmission of Infection</p>	<p>Children, Families and Staff</p>	<p>Very regular handwashing will be encouraged throughout the day. Children will wash their hands as soon as they enter the building, before and after activities, before and after eating, after toileting and last thing before they leave.</p> <p>Handwashing</p> <p>We will ensure that support is available for children, where necessary, to wash their hands at the sinks, for 20 seconds, with antibacterial soap. We will also have Alcohol gel appropriately stationed around the building.</p> <p>Tissues will be available and “catch it, kill it, bin it promoted.</p> <p>Waste bins, with lids, situated near every activity area and in bathrooms and will be emptied and wiped over frequently.</p> <p>We will encourage parents to talk about and demonstrate good hygiene practices at home.</p> <p>PPE will be available for all staff and will need to be worn at lunch time</p>		<p>x</p>	<p>Use of posters to remind and encourage and consistent regular reminders from staff</p> <p>Children encouraged at home and explanations given about handwashing where appropriate.</p> <p>Family procedures distributed in advance.</p>
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			and during personal care routines, including First Aid, as detailed throughout this assessment.				
	<p>Toileting Procedures have not been revised.</p> <p>Risk- Transmission of Infection</p>	Children, Families and Staff	<p>Toilets will be cleaned frequently and thoroughly throughout the day. We have compiled a Rota and a checklist; staff will carry out a toilet check every 2 hours; signing to confirm that this has been done to a good standard.</p> <p>Where possible, staff will also clean after each use.</p> <p>If a child needs to be accompanied to the toilet by an adult, the staff will wear aprons and gloves. In addition, the staff will wear visors if they are required to get closer than 2m to the child.</p> <p>Aprons and gloves will be disposed of and visors wiped over after each use.</p> <p>Children whose care routinely already involves the use of PPE due to their intimate care needs, should continue to receive their care in the same way. Additional PPE will be</p>		x		<p>Staff procedure issued to all staff and agreed/signed by all during staff meetings.</p> <p>PPE will be ordered in advance</p> <p>Cleaning products available in all bathrooms</p>

			<p>provided for the safety of the children and the staff and staff.</p> <p>As mentioned staff will make sure the following touch points are regularly cleaned.</p> <p>Light switches Toilet lid Toilet seat Flush handles Taps</p>				
	<p>Appropriate cleaning procedures have not been implemented.</p> <p>Risk- Transmission of Infection</p>	Children, Families and Staff	<p>We will be implementing lots of measures to ensure the building is kept as clean as possible. We will have a clean and go procedure. Where communal area touch points, such as door handles light switches, taps and toilet flush handles as well as activity tables, chairs and resources, will be wiped down with Sanitizer regularly throughout the day.</p> <p>Cleaning and Hygiene</p> <p>We will be removing soft toys and furnishings because they are difficult to keep clean.</p> <p>Toys used during the day will be wiped down regularly and then deep cleaned at the end of the day,</p>			x	<p>Cleaning Rota implemented</p> <p>Staff procedures to be distributed during a staff meeting to be held prior to reopening.</p>

			<p>using Milton, ready for use the next day.</p> <p>All tables and Chairs will be wiped down after each activity and any mats we put out on the floors will be cleaned and wiped in between activities.</p> <p>We will use wipe clean mats indoors and outdoors.</p> <p>At the end of every day, the staff will carry out a thorough deep clean of the building.</p> <ul style="list-style-type: none">- Wiping down ALL surfaces, resources and equipment using sanitizer and disposable paper towels. Staff will work through checklist.- Mopping all floors, with separate mop heads for each area. Mop heads will be washed at the end of every day, in a washing machine at a high temperature. <p>Cleaning and disinfectant products will be used in conjunction with government advice.</p>				
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			<p>COVID-19: cleaning in non-healthcare settings</p> <p>All cleaning products will be stored safely in line our COSHH assessment for the setting. Where possible disposable cloths/paper towels will be used to reduce transmission.</p>				
	<p>Daily Activites have not been modified to accommodate new procedures in line with Covid 19 guidelines.</p> <p>Risk- Transmission of Infection</p>	Children, Families and Staff	<p>When providing sensory activities, we will use resources that can be disposed of after each use.</p> <p>For example: We will have water play out at planned times of the day, we will use antibacterial soap in it, which will also aid to kill any germs. This can be changed after each session.</p> <p>We will make playdough with the children and then dispose of this at the end of that am or pm session.</p> <p>As we are not operating in a classroom style environment, we will not be using desks and therefore not providing individual packs of resources like schools have been. We will have a tray of</p>			x	

			<p>resources for the week that we can replenish daily. These will ONLY be used by the people within that bubble and all art and crafting will be supervised and resources cleaned where appropriate by staff.</p> <p>We will not be using Sand.</p> <p>Planned craft sessions will be agreed, and resources prepared for each child before weekly bubbles commence.</p> <p>We will be baking, the children will be provided with their own ingredients and resources to enable us to carry out some very simple baking activities such as rice crispy cakes or cookies. Anything that the child makes will be eaten onsite.</p> <p>We will not send any baked item home due to cross contamination. If the children bake anything, they can eat it on site and we will take photos and pass these onto the families virtually.</p> <p>We will use our social media platforms to help families stay up to date with the daily activities. We will be adhering to our Safeguarding Procedure and will</p>				
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			<p>not post any photos of children who haven't given us consent to do so.</p> <p>Any items crafted/drawn/painted will be sent home at the end of the week.</p>				
	<p>Lunchtime routines have not been revised in order to reduce the transmission of infection. Risk- Transmission of Infection</p>	Children, Families and Staff	<p>Lunchtime will take place at 12:30pm</p> <p>After handwashing has taken place, 1 designated member of staff will collect the children's lunches whilst the children sit down in designated spaces.</p> <p>Children will be expected to bring in cold packed lunches and a labelled water bottle. Staff lunches will be staggered so that a good level of supervision and hygiene can be maintained.</p> <p>Staff will adhere to strict hygiene practices when they move over to the lodge for their lunchbreak, washing hands before they leave the building and again as soon as they return to the building after lunch.</p>			x	Parents will be told that children need to bring a water bottle with their name on to stop cross contamination of using cups. If a cup needs to be used it will be a plastic cup.
	Staff and Families do not understand their	Children, Families and Staff	If a child becomes unwell whilst present in our setting, their		x		A disclaimer will be signed by families to consent that

	<p>responsibilities should a child become unwell, developing symptoms of Covid 19 prior to, during or post their week at Sutton Coldfield YMCA.</p> <p>Risk- Transmission of Infection</p>		<p>parents/carers will be contacted immediately and asked to come and collect their child. Whilst the child is waiting to be collected, they will be separated from the rest of the group in a well-ventilated space and isolated with a member of staff. A facemask will be worn by the member of staff as well as gloves and an apron. If the child's risk assessment identifies that there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection will also be worn.</p> <p>Once a poorly child or an unwell member of staff has left the setting, all areas of the setting will be thoroughly cleaned and disinfected. If an area has been heavily contaminated, such as visible bodily fluids, from a person with suspected coronavirus protection for the eyes, mouth and nose should be worn by the cleaner as well as wearing gloves and an apron. Any PPE used and other waste will be disposed of safely in accordance with the government</p>			<p>their children or themselves have not had or been in contact with anybody who may have had symptoms of or confirmed cases of coronavirus for 14 days prior to the commencement of their week at Holiday Club.</p> <p>This will also be signed by Staff</p> <p>We will also need consent that staff and families will notify us of any changes to the health of themselves, the children or anybody else who lives within the same household.</p> <p>This will be necessary for at least 14 days after the staff and child's last day at the setting.</p> <p>Stay at home guidance for households with possible coronavirus covid-19 infection</p>
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			<p>guidance dependant on a positive or negative test result.</p> <p>Decontamination</p> <p>We have a good stock of disposable gloves and aprons. We have also purchased moisture resistant face masks and face visors.</p> <p>Families will be informed to follow current government guidance about testing for their child and will be required to inform our setting immediately with the result.</p> <p>Stay at home guidance for households with possible coronavirus covid-19 infection</p> <p>Tests are available through the NHS for anybody if they display symptoms of coronavirus.</p> <p>If a child or staff member develops any symptoms of Coronavirus, we will close our bubble and cease the provision for the remainder of that week.</p> <p>We will maintain records of anyone who has developed symptoms whilst present in the setting. If after enquiries we think the</p>				
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			transmission could be setting related, we will report the matter under RIDDOR				
	Childrens' behaviour does not comply with social distancing guidance.		<p>It has been determined that no significant revisions to our behavior policy are required due to the provision being implemented for bubbles, additional staff and awareness of government guidance.</p> <p>Additional risk assessments will be written for individual children.</p> <p>Staff will model social distancing consistently.</p> <p>Break times and lunch times are structured to support social distancing and are closely supervised.</p> <p>Parents will be asked to reinforce the importance of social distancing, where appropriate.</p>		x		Social Stories to be provided to the families to share with Children about "Things that will be the same and things that will be different".
	Safeguarding Risk: Affected emotional wellbeing of the children	Children and Families	We will continue to adhere to our safeguarding policy and procedures and all staff will be mindful about the emotional	x			Sign posting and Support can be provided where necessary.

			<p>wellbeing of all children attending our Holiday Club.</p> <p>Children will be supported as necessary and Parents will be encouraged to communicate with the team if they feel that there is anything for us to be made aware of; such as increased anxieties or maybe a bereavement in the family.</p>				
	<p>Staff have been insufficiently briefed on expectations</p> <p>Risk: Transmission of Infection</p>	Children, Families and Staff	Staff will be issued with a “Staff Procedures” document during a staff meeting. This meeting will be conducted in advance to the reopening of our service and Staff will have the opportunity to raise any uncertainties and will be supported through these.			x	Risk Assessment to be provided to all Staff.
	<p>Fire procedures are not appropriate to cover new COVID 19 arrangements</p> <p>Risk- Transmission of infection</p>	Children and Staff	<p>The fire procedure has been updated to comply with social distancing recommendations.</p> <p>Some children may need assistance to be guided out of the building safely.</p>		x		
	<p>Measures have not been put in place to protect staff and with underlying health issues, BAME staff, and those who are shielding.</p>	Children, Families and Staff	Additional PPE is available for staff and children who fall into the BAME category and this can be provided if required.		x		

	Risk- Transmission of infection		No staff are required to Shield				
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