

Risk Assessment/Covid-19 Risk Assessment - Stay and Play

Date : 29/03/2021

Risk Assessment carried out by: Sarah Brake/Katie Ayling

Areas: Hall/Outside

RISK IDENTIFIED	LEVEL OF RISK High/med /low	CONTROL MEASURES	PERSON RESPONSIBLE	REVIEW DATE
Tables and Chairs	med/low - bumping into and falls	Make sure any spare tables and chairs are correctly stored so children cannot climb on them. The tables and chairs being used have enough space for free movement around them. Tables and chairs used to be cleaned and stacked away at end of session.	staff in attendance staff clearing up	
Floor	low - slips and falls	Check for any items that have been left on the floor and remove. Any spillages mopped up straight away. Floor swept/cleaned at end of session.	staff in attendance	
Plug sockets	low - electrocution, sticking in fingers etc	When sockets are not in use ensure socket covers are in place. Sockets/switches cleaned after use.	staff in attendance	
Fire doors	low - unauthorised access	Securely shut when not in use.	staff in attendance	
Playgroup cupboards - all of them	low - trapped fingers, items falling off shelves	Ensure the cupboards are closed and latched during the session, lock if necessary. Cupboard handles/latches cleaned at end of session.	staff in attendance	
Gas Fires	low - prevent burns	Fire guards are in place and secure at all times. Heating is turned off at the end of session and switch cleaned after use.	staff in attendance staff locking up	
Fire extinguishers	low - to prevent accidents and accidental letting off	Ensure they are in the correct place, are not touched by the children and are regularly checked by professionals.	staff in attendance owner of the hall	
Fire alarms and carbon monoxide detectors	low - in case of fire or carbon monoxide poisoning	Checked once a month and replace batteries or unit when needed.	staff and owner of the hall	

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Kitchen	low - prevent fall and unauthorised access	Latched when not in use, spills to be mopped up as soon as possible. Light and hot water switched off and any surfaces, sinks, handles, taps, kettles, switches used to be cleaned at end of session.	staff and member of staff locking up	
Toilets	low - trapped fingers, slips and fall, hygiene reasons	<p>Main toilet door held open by door stopper when in use, cubicle doors to have wooden stoppers in use to prevent a child locking themselves in. Check there is enough toilet paper and paper towels, any spills to be mopped up as soon as possible - use wet floor sign as necessary. Toilets to be checked/cleaned as necessary. Wooden stoppers removed from cubicle doors and main toilet door closed at the end of the session. Toilets, sinks, paper, soap and towel dispensers, steps, floor and training seats cleaned at end of session and safely stored when not needed.</p> <p>Single adult toilet - should only be used by adults and must be cleaned after use (toilet seat, flush button, taps, paper, soap and towel dispensers, door handle and lock). Wipes for this purpose are kept in the toilet cubicle and should be placed in the bin after use.</p>	all staff and member of staff locking up	
Entrance door and light	low- children escaping	Locked and chained during session and keys accessible to all members of staff and out of reach to all children. Closed and locked at the end of the session, light switched off when not needed and when locking up. Sanitiser dispenser, switches and door handles all cleaned before leaving.	all staff and member of staff locking up	

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Hot Drinks	medium - burns and scalds, broken glass	Drinks to be drunk at the hatch by parents/carers, one at a time - if needed, staff to keep an eye on the children so parents/ carers can have their drink. Cold drinks to be served in plastic beakers if taken outside. Hands should be washed before/after drink.	staff in attendance Parents/carers All parents/carers/staff	
Children's Drinks/snacks	choking/spreading germs on toys/furniture Sharing cups - risk of spreading infection	Children should sit down at the table to eat any snack and not wander round with food items. Drink pouring should be supervised by parent/carer and the child's name written on the cup used, or bring own named cup from home. Hands should be washed before and after snacking/drinking.	Parents/carers supported by staff in attendance	
Toys	low/med - sharp edges	All toys to be checked regularly for damage and thrown away if they pose a risk. All toys to be cleaned in between sessions and immediately removed and cleaned if put in mouth. Cloth toys to be washed (if possible) between sessions or sprayed with disinfectant. Cleaning wipes for this purpose to be available throughout the setting , out of reach of children.	staff in attendance parents/carers to be vigilant.	
Outside area - garden and side access	low - to keep children safe	Make sure area is free from rubbish and animal faeces. Access gates closed and bolted but accessible.	staff in attendance	
Windows	Low - to keep hall ventilated. Med - adult hitting head on open window	East side windows can be opened fully in hot weather. West side widows only opened fully if side area not in use. Windows should be kept open on a slit to ensure fresh air can circulate. Windows should be closed, handles cleaned at session end.		

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<p>Attending Stay and Play</p>	<p>All the following procedures aim to lower the risk of infection transmission and to enable social distancing to take place.</p>	<p>No-one should enter the premises if they or anyone in their household or support bubble is displaying any Coronavirus symptoms (raised temperature, new and continuous cough, loss or change to sense of smell and/or taste).</p> <p>The maximum number of people allowed to each session is 15, which does not include staff members or children under 5. Where possible, parents/carers should book in advance by text (07305 061428) or email: supervisor@penhillplaygroup.org.uk and will be asked to register on arrival.</p> <p>Contact details for all households/bubbles will be taken and kept for 21 days in line with Government Guidance for NHS Test and Trace purposes.</p>	<p>People attending Stay and Play Staff to ensure poster is on the door</p> <p>Staff</p> <p>Parents/carers</p>	
<p>Entering/Exiting Stay and Play</p>		<p>There are markings outside the entrance to allow families to socially distance whilst waiting to come in. Both front double doors will be opened on entry/exit (weather permitting) to allow for social distancing. Everyone (including children) to wash or sanitise hands on entry and exit to the setting, using soap and water or sanitiser dispenser.</p> <p>Buggies/pushchairs - these may be brought into the premises, but should be kept in the buggy park area and not accessed, if possible during the session. (Allowances can be made for sleeping babies/children). If staff need to move any buggies, they will wipe the handle(s) with an</p>	<p>Staff</p> <p>Parents/carers</p> <p>Staff</p> <p>Parents carers to supervise own children</p> <p>Parents/carers</p> <p>Staff</p>	

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Hall layout		<p>antibacterial wipe, before moving them and wash their hands afterwards, or will ask you to move it yourself.</p> <p>Both hall double doors to be hooked open to enable air flow and social distancing to be maintained.</p> <p>Adults (parents/carers/staff) must socially distance from other adults not in their household or support bubble, but do not have to socially distance from the children. All adults (parents/carers/staff) must wear a face covering on the premises (unless exempt).</p> <p>Tables/chairs will be set out to enable people to maximise social distancing (e.g. adult chairs will be at least 2m apart) and tables will be 2m apart from each other. These will all be cleaned before and after the session and stacked away at the end of each session.</p> <p>Ventilation - before Stay and Play starts, windows and doors will be opened to let fresh air circulate and then closed once families arrive. Windows will then be left open slightly on the latch to ensure fresh air can get in during the session. During the cold winter months, both heaters will be on to ensure the hall remains at a suitable temperature for everyone.</p>	<p>Staff</p> <p>All adults (staff, parents and carers)</p> <p>Staff</p> <p>Staff</p>	
Paying for the session		<p>Payment can be made by cash or by BACS, please let us know how you are paying when you register. Staff may wear disposable gloves to handle money and/or</p>	<p>Parents/carers</p> <p>Staff</p>	

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<p>Drinks and snacks</p>		<p>wash/sanitise their hands after handling each household's money. Parents/carers should sanitise their hands after handling money. Hand sanitiser will be available at the registration table for this purpose, out of the reach of children.</p> <p>Drinks - everyone, including children should wash or sanitise their hands before and after eating or drinking.</p> <p>Adults should have their drink at the hatch, one at a time. Staff will be on hand to watch your child/children, if needed.</p> <p>Children should sit at the table provided to eat their biscuit/fruit and have their drink. If it is possible to bring a named cup from home, this would be preferable, or we can write your child's name on the cup they are using at the session. Cups should not be left lying around and will be washed thoroughly at the end of each session.</p>	<p>Parents/carers</p> <p>Everyone. Parents/carers to supervise own children</p> <p>All adults</p> <p>All children.</p> <p>Parents/carers to supervise own children.</p> <p>Staff to oversee/support</p>	
<p>Resources/Toys</p>		<p>Toys - there may be a restricted number of toys available, e.g. few soft toys/blankets, selection of vehicles rather than a whole box etc. to enable thorough cleaning of items to take place, as necessary. If a child is observed to put a toy in their mouth, once finished with it, it will be removed for immediate cleaning. Parents and carers are asked to be vigilant with this too and cleaning wipes will be made available throughout the setting (but out of reach of children) for this purpose.</p>	<p>Staff</p> <p>Parents/carers to be vigilant</p>	

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Toilets		<p>Sensory/messy play - children and adults engaging in messy activities. e.g. paint, glue, sand, water, playdough etc, should wash/sanitise their hands before and after using these resources. Tools used in these activities will be cleaned after use. Playdough will be made fresh for each session and disposed of at the end. The sand tray is cleaned and disinfected each week or as necessary and the sand is sieved and cleaned (using disinfectant spray) or disposed of and replaced each week.</p> <p>Toilets (please see note above) - children should only use the group toilets which will be cleaned before and after the session and checked and cleaned, if necessary, during the session.</p> <p>Adults should use the single toilet and clean it after use, using the wipes provided.</p>	<p>All children/adults</p> <p>Staff</p> <p>Staff</p> <p>Parents/carers to supervise own children Staff to oversee/support</p> <p>All adults</p>	
Notification of a positive Covid-19 test result		<p>Please notify us as soon as you can if you or anyone you have brought to Stay and Play tests positive for Covid-19 as we have a duty to notify other families and staff who were in attendance and therefore in contact with you. If someone in your household or support bubble tests positive, you must all isolate for 10 days and book a test if you go on to display any symptoms.</p>	<p>All adults</p> <p>Manager to notify families of positive cases after instructions from NHS. All adults</p>	
Singing/Story		<p>Inside, only children should join in the singing and should face the same way, rather than facing each other. No wind instruments should be used and all instruments</p>	<p>Staff leading singing</p>	

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		<p>should be cleaned after use.</p> <p>For stories, adults may like to sit with their child/children, but should try to stay 2m away from other adults. Two carpets/mats should be used to enable social distancing to take place.</p>	<p>Staff/all adults</p> <p>All adults</p> <p>Staff</p>	
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