| Action / Item | Risk | Precaution to be taken |
| --- | --- | --- |
| Spread of infection through being close to others | * Children and staff could contract COVID-19 through close contact with other children/staff/parents
 | * Staff to wear masks at pick up and drop off
* Staff to wear masks if in close contact (2 metres) with child for over 1 minute.
* Parents to wait outside when picking children up.
* Parents to wear masks when picking up or dropping off children.
* Staff to maintain minimum 2 metre distances with other staff/children where possible.

  |
| Spread of infection through body contact | * Children and staff could contract COVID-19 through body contact with other children/staff/parents
 | * Children to use hand sanitiser when entering building
* All children to wash hands when entering the building, hands to be washed before eating, after outdoor play
* All staff to wash hands when entering the building, and regularly throughout the day
* All parents to wash hands when entering the building and before handling the register
* Parents to enter only the reception area and no further.
* Children showing symptoms\* should complete a PCR test.
* Children showing symptoms\* at club will be removed from the area and parents will be called to take them home.
* Children who live with somebody who has COVID-19 symptoms\* should complete a lateral flow test before attending club.
* Children who live with somebody who is positive for COVID-19 should complete lateral flows daily before attending club.
* Body contact between children/staff will be avoided at all times - no high fives, hugs, kisses (between children), no hand shaking, avoid games with body contact
 |
| Room Ventilation | * Lack of ventilation can create higher risk of spread of infection
* Too much ventilation could cause uncomfortable temperatures
 | * Ensure windows are open
* Open doors where safe to allow for more air flow
* Use outdoor spaces as much as possible
* If temperature is cold, try ventilating the room in between sessions or whilst children are outside. Ensure staff and children wrap up warm. Open window at the top to prevent the room from getting too cold.
 |
| Staff  | * Staff not knowing how to properly control the spread of infection could pose a risk
 | * All staff completed infection control/COVID-19 training
* All staff have read risk assessment
* Staff meeting and training held before returning to club
* Manager monitoring staff regularly to ensure proper practice is being undertaken
* All staff encouraged to have 3 vaccine doses
* Staff to complete lateral flow tests twice a week
 |
| First Aid | * Infection spread through body contact/bodily fluids
 | * Staff to wear masks, gloves and aprons when administering first aid.
* All waste, single use PPE etc. to be properly disposed off.
 |
| Spread of infection through surface contact  | * Children and staff could contract COVID-19 through surface contact.
 | * Children to use hand sanitiser when entering building
* All children to wash hands when entering the building, hands to be washed before eating, after outdoor play
* All staff to wash hands when entering the building, and regularly throughout the day
* All parents to wash hands when entering the building should they be coming for a visit.
* Toys to be disinfected after play using Milton anti-bacterial spray
* All equipment to be deep cleaned
* Tables, chairs, surfaces, bannister and door handles to be disinfected regularly
* Table mats to be cleaned with 2 step process
* Messy play in individual trays only.
* Equipment to be cleaned after use daily.
* Doorbell to be cleaned after each parent
* Pens to be cleaned between uses.
* Staff to wear PPE when cleaning equipment
 |
| Food Prep Spread of infection  | * Children and staff could contract COVID-19 through ill prepared food
 | * All children to wash hands when entering the building, hands to be washed before eating, after outdoor play
* Staff to keep correct hygiene at all times, wash hands, tie back hair, wear gloves and aprons
* Children to take their own water bottles to prevent cross contamination
* All dishes to be cleaned with 2 step process
* No platter/sharing options
* Staff to wear masks when food prepping
* Regular surface cleaning during serving of breakfast/snack
 |
| Contact when passing through building | * Children and staff could contract COVID-19 through increased contact with others when passing through the building
 | * Signage to be put up to show people where to go
* Parents to collect children from the door at the side of the building to avoid members of the public in the centre
* Staff to wear masks when moving throughout the building when other community centre users are present
 |
| Community Building | * Building being used by other members of the community - risk of spread of infection
 | * Signage put up
* Timetables to show what clubs are in when
* Taps and handles to be cleaned in bathrooms before every use.
* Exclusive use of upstairs room at all times during club
* Rooms to be cleaned before and after use
* Staff to wear masks when moving throughout the building
* All clubs will have submitted risk assessments to the centre
* No waiting area for parents from clubs
 |
| Toileting | * Spread of infection when going to the toilet
 | * Limited amounts of children to go to the bathroom at one time.
* Staff to wear mask when taking children to bathroom
* Bathroom check to be completed every time the child goes to the bathroom
* Taps and handles to be cleaned more regularly
 |
| Toileting Accidents | * Changing a toileting accident could result in spread of infection
 | * Encourage children to change/clean themselves if a toileting accident occurs
* Staff to wear masks, gloves and aprons when dealing with a toileting accident
* Ensure all waste, single use PPE etc. is properly disposed of.
 |
| Parent visits to the building | * Children and staff could contract COVID-19 through close contact with other children/staff/parents
* Parents having surface contact with objects could spread infection
 | * If parents are entering the building both the parent and Kidsize staff member(s) should wear a mask.
* Rooms and high contact areas to be cleaned before and after visit.
* Virtual meetings/tours to be encouraged where possible.
* Parents to only visit/meet when there are no other children/parents present and a reduced amount of staff
 |
| Vulnerable people\*\*\* | * Children/staff who are more vulnerable\*\*\* are at higher risk of contracting COVID-19
 | * Suggest self-isolation to parents if child is at extreme risk
* Observe vulnerable children closely for symptoms
* Ensure children with asthma have inhalers available at all times, if they start coughing/have an asthma attack, call the parents and send the child home.
 |
| Showing symptoms\* | * Anyone who shows symptoms of COVID-19 may be a carrier and could spread to others
 | * Any staff showing symptoms will be sent home immediately and should take a lateral flow test, if the test is negative, they should book for a PCR. If either test is positive, they should isolate for 10 days, or 7 if a negative lateral flow is completed on days 6 and 7.
* If a child shows symptoms, their parents will be phoned, and they are to self-isolate from other child in the quiet room or a changing room until their parent arrives. They should should take a lateral flow test, if the test is negative, they should book for a PCR. If either test is positive, they should isolate for 10 days, or 7 if a negative lateral flow is completed on days 6 and 7
* If a child shows symptoms and is taking to self-isolate, all other children should be taken to another room or outside while a staff member disinfects the room they were in / equipment they had touched.
 |
| Positive Cases | * People who test positive may spread COVID-19
 | * If a parent lives with someone who is positive for COVID-19 they must isolate unless they have all 3 doses of the vaccine
* If a parent has all 3 doses of the vaccine, they do not have to isolate as long as they test negative on their lateral flow devices every day.
* If a child lives with someone who is positive, they do not have to isolate if they test negative on their lateral flow devices every day and do not have symptoms of COVID-19.
* If both parents are positive but the child is negative the child may only attend out of school club if there is an approved adult who does not have COVID-19 available to drop off and collect the child.
 |

\* flu-like symptoms - defined as a fever of above 37.8C or a persistent cough

\*\* Spending 15 minutes within 2m (6ft) of someone with the virus, or having face-to-face contact, is judged as close contact and a significant risk

\*\*\* People who are at increased risk of severe illness from coronavirus (COVID-19) should be particularly careful:

* aged 70 or older (regardless of medical conditions)
* pregnant
* under 70 with an underlying health condition

Underlying health conditions include:

* chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
* chronic heart disease, such as heart failure
* chronic kidney disease
* chronic liver disease, such as hepatitis
* chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
* diabetes
* problems with your spleen – for example, sickle cell disease or if you have had your spleen removed
* a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
* being seriously overweight (a BMI of 40 or above)

There are some clinical conditions which put people at even higher risk of severe illness from COVID-19.

People in this higher risk group include:

* those who have had an organ transplant and remain on ongoing immunosuppression medication
* those with cancer who are undergoing active chemotherapy or radiotherapy
* those with cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment
* those with severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets)
* those with severe diseases of body systems, such as severe kidney disease (dialysis)

If you’re in this risk group, further advice will be issued. For now, you should follow the social distancing advice in full.