

KPCC Oval Summer Scheme/Covid-19 Risk Assessment

Company name: Simply Smiley Productions Assessment carried out by: **Shannon McNab**

Date review was carried out: July 2020

Date of next review: July 2021

Staying COVID Secure – Our Commitment

We recognise the risk posed by Coronavirus (COVID-19) to our staff, children attending our summer scheme and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.

We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our team and our users

We will continue to comply with all relevant Health and Safety Legislation

What are the hazards?	Who might be harmed and how?	Controls	Actions Taken Details / Further Information
Our Staff and Our Users	Everyone	<ul style="list-style-type: none"> - All Clinically Vulnerable and Extremely Vulnerable people are required to self-isolate and must not attend our summer scheme. - If a child lives with a person who is Clinically Vulnerable or a person within their household has COVID 19 symptoms. The child should not attend our summer scheme until they can be tested. If test is negative they can return to our scheme - If a high temperature is recorded or anyone is showing signs of COVID-19 they will be asked to go home and self isolate. - We will provide welcome packs, lunches and some on-line activities and workshops for all children who are unable to attend the scheme in person. 	<ul style="list-style-type: none"> - All staff and children participating in summer scheme will be contacted via email or by pre-registration forms to request that they make contact if they fit within the category. - Communicate to parents via letter. - Complete the Pre-registration of Summer Scheme attendees and ask the parents to sign consent forms. - Information shared with staff, who are regularly in contact with each other via WhatsApp and email. - Everyone who enters the centre will have their temperature taken and recorded with the date and time. - Children can come and collect lunches and packs through the gates and classes streamed live from the centre will be available via web links.

<p>Access / Egress Controls</p>		<ul style="list-style-type: none"> - Designated Entrance and Exit Points via the gates to the site. Small Gate via Harleyford Street to enter. Big Gate via Kennington Park Estate to Exit. - Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/collect child. - Restrictions on access to community hall site by third parties (parents, members of the public, visitors etc) - Stagger drop off and collection times, lunch and break times for each group. 	<ul style="list-style-type: none"> - A plan is in place for entrance and exit points and will be communicated to parents. - Parents will be informed of drop off and collection protocols. - Volunteers and staff will be available to help manage the social distanced entrance and exits of groups from 9:30-11:30am and 3-4pm
<p>Slips, Trips and Falls</p>		<ul style="list-style-type: none"> - Identify wet pavements and floors, spillage, trip hazards and falls from climbing Rocking or standing on chairs, climbing garden walls, standing on tables 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls, ie No Climbing allowed - Have first aid worker on site - Have materials and staff on hand to clear up where possible.
<p>Physical / Social Distancing in the Building</p>		<ul style="list-style-type: none"> - The Hall and Community rooms will be organised maintaining space between seats/hula hoop islands where possible. - Each child will have their own chair, a welcome bag filled with art supplies, a water bottle and a hula hoop. This will be the child's own "little island" where they can keep their personal items and coat for the day. The children will make 2 name tags: one for their Island and another for the seat at a table that they are allocated to for the day. Each child will have their own chairs and table space to do activities and eat lunch. - Social distancing message is re-enforced to children at regular intervals by staff. When children are instructed to move around the rooms or outside - children must step into their hula hoops and holding them at waist height they will move around within the hoops to avoid any child touching any other child. 	<ul style="list-style-type: none"> - Excess furniture has been removed to create as much space as possible for movement. - All tables will have 4 empty seats to keep social distancing in place and each child will have an allocated seat that only they sit on that day. - Staff will remind children about social distancing and the need to remain within their group. - There will be 2 groups each day, they will have staggered arrival / collection times. - Each group of up to 15 children will have 2 staff members leading the group. Each group will stick together all day and be colour coded and numbered ie Yellow Group has yellow hula hoops numbered 1-15 - Maximum number 25/30 children each day

		<ul style="list-style-type: none"> - Outside space is used wherever possible for learning and break times. - Reduced movement around centre - ensure each group move around together and limit contact with other groups within the setting. - Communal spaces such as dining room or hall to be used at reduced capacity - Stagger the use and limit the occupancy of staff room and office by employees. - Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible. Kitchen door will be closed and all food items will be offered through the hatch. - Use of Small Meeting Rooms and Confined Areas by more than one person prohibited. 	<ul style="list-style-type: none"> - Outdoor space will be used for specific groups at specific times. - Toilet breaks will be given on a one-in/one-out basis with a toilet monitor on hand to ensure hygiene levels are met after each use. - Hall will be used for only one group at a time. - Office limited to office personnel only. - Kitchen access is limited to our Dinner ladies only. - Staff and children to maintain 2m distancing and eat their lunch as a group either outside or in their allocated room.
<p>Infection Control, Cleaning and Hygiene Arrangements</p>		<ul style="list-style-type: none"> - Staff and/or children who are experiencing symptoms associated with COVID-19 are instructed not to attend the summer scheme and to refer to current advice and guidance - Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance. - Children who experience COVID-19 symptoms should be collected from summer scheme as soon as possible. They should be kept 2m apart from all others whilst on site. If a child needs direct personal care until they can return home, staff should wear the appropriate PPE. - Provision of hand-washing / hand-hygiene facilities at entrances and throughout the community centre. (regularly monitored & maintained). - All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes) 	<ul style="list-style-type: none"> - All staff aware of guidance. - The small meeting room has been allocated for this. PPE equipment will be available within the room. - An additional sink has been purchased and installed outside that is activated by your knee...No taps - Children will be asked to wash hands at the beginning of the day, after each playtime, before and after meals etc. - Hand sanitiser will be available to staff when required.

		<p>- Sharing of pencils/ pens and other items of stationery is avoided where possible. Pupils will have their own stationery.</p> <p>- All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)</p> <p>- Additional lidded bins and increased emptying / replacement are provided / in-place.</p> <p>- All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p> <p>- Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> ● Toilets ● Door Handles/ Access Buttons ● Kitchen areas and associated equipment ● Water dispensers/ coolers ● Printers/ Photocopiers ● White Boards ● Play Equipment <p>- Staff and Children to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.</p>	<p>- Children will be given stationery to use and this will remain as theirs throughout.</p> <p>- All groups will be allocated tissues.</p> <p>- Lidded bins are available</p> <p>- The Facilities Manager will open doors and windows on arrival in the morning to ventilate the rooms. Staff will be encouraged to keep windows and doors open.</p> <p>- A member of the cleaning staff to be on site all day. High frequency areas, i.e. door handles, toilets to be cleaned, wiped down regularly.</p> <p>- Staff to be encouraged to wipe down cupboard handles, light switches in their own rooms throughout the day.</p> <p>- Staff can leave all valuables and personal items on their own chairs in office.</p>
--	--	---	--

<p>Sufficient Staffing/ Resources</p>		<ul style="list-style-type: none"> - Maintain security of the building and it's occupants - Maintain the cleanliness of the building and carry out necessary inspections and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment) - Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. - All our teaching staff are DBS checked and all staff have been involved in our summer scheme programme in the past. 	<ul style="list-style-type: none"> - Facilities Manager and Key holders in place. - Cleaning staff to be on-site throughout the day. The building will be cleaned on a daily basis and high frequency areas, i.e. doors, handles, sinks and taps will be cleaned throughout the day. - There will be a sufficient number of staff on site. - DBS checks are all up to date.
--	--	--	---

Assessment Completed by	Shannon McNab	
Date of Assessment	July 11, 2020	