

Setting	After Acres	Date of Initial Assessment	22/07/2020
		Review completed in light of further government guidance issued 20/08/2020	27/08/2020
Assessment Completed By	Jo Stretton		

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, children 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 staff and children.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend the setting. Where possible they are required to work from home unless accessing Job Retention Scheme.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
02	All employees who live with a person who is Clinically Extremely Vulnerable must also not attend the setting and where possible work from home unless accessing Job Retention Scheme.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03	All employees, themselves or persons within their household have COVID-19 symptoms, should not attend	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	the setting and follow Government guidelines on self-isolation.				
04	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor/ support both their Physical and Mental Health & Wellbeing	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Our Children

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	All Clinically Extremely Vulnerable children are required to self-isolate and must not attend the setting.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06	All children who live with a person who is Clinically Extremely Vulnerable must also not attend the setting.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07	All children with an Education, Health and Care Plan require a risk assessment prior to returning to the setting.	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	
08	All children or persons within their household that have COVID 19 symptoms should not attend the setting.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
09	We provide regular check-in's with families not attending the setting.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	All children attending the setting are required to be in cohort/groups of no more than 15 children and must also meet the EYFS staff child ratio requirements (see pages 23 – 27 EYFS Statutory Framework).	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	If any shared care arrangements are necessary ensure potential risks are identified and actions agreed with both parties.	X			

Our Premises

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Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	Designated Entrance and Exit Points to the Building (for each cohort of children where possible).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Children will use the same exit but a clear walkway will be in place allowing for a 2 metre distance from others. Hand sanitiser will also be located at the entrance/exit doors.
13	Increased number of Entrance and Exit Points to the Building where possible and place 2m markings on entrances to support social distancing at drop off/collection.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parents are asked to wait outside where their child/ren will be handed over. Pick ups are staggered as part of the nature of the club.
14	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emails sent out to parents to ask that one parent/carer picks up.
15	Restrictions on access to the setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents are asked to remain outside. Visitors will be directed to the main reception where they will be asked to sign in.
16	Stagger drop off and collection times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This happens naturally due to the nature of after school provision (no rigid pick up times)

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17	Rooms organised creating space between activities where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	With use of tables to create borders for bubbles/walkways.
18	Outside space is used wherever possible for learning. Shared equipment to be cleaned in between different group/cohorts of children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Reduced movement around the setting- ensure group/ cohort move around together and limit contact with other groups/ cohorts within the setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Communal spaces to be used at reduced capacity and cleaned in between use by different staff/ groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Stagger the use and limit the occupancy of staff room and office area by employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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23	Staff to maintain social distancing of 2 metres in the kitchen and communal area where possible.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Use of small meeting rooms and confined areas by staff/other agencies - must follow social distance guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	
25	Non-essential repair/ contracted works in the building to be carried outside operating hours	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	
	The `bubbles` of children will be separated by the use of tables to create secure areas of red bubble (Nursery and Reception/ Yr1 and Yr 2) and blue bubble (Key Stage 2/ SSC - 4 soft bubbles). Children can play and interact safely with the other children within their bubble.				

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
26	Staff and/or children who are experiencing symptoms associated with COVID-19 are instructed not to attend the setting and to refer to current advice and guidance	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Children who experience COVID-19 symptoms should be collected from the setting as soon as possible. They should be kept apart from all other children whilst waiting to be collected and staff should wear the appropriate PPE (staff should be trained on the use of PPE before use).	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Provision of hand-washing/ hand-hygiene facilities at entrances and throughout the setting (regularly monitored & maintained).	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	All staff and children are encouraged to regularly wash their hands with soap and water, especially upon arrival at the	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	setting, prior to eating, following snack/ lunch time and any other time deemed necessary (after coughs/sneezes).				
31	Children should remain in their group/ cohort throughout the day and should stay away from other groups.	X			
32	Different hand wash facilities should be available for each cohort/group within the setting where possible.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	Different nappy changing facilities should be available for each group/cohort where possible and appropriate cleaning in between use.	X			
34	All bedding/ mats/ cots will be cleaned after each use.			X	
35	Remove unnecessary items from rooms and rugs/soft toys/ toys that are hard to clean.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Children will be discouraged from bringing items from home unless a comforter.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	All staff and children are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bin and wash hands. (Catch it, Kill it, Bin it)	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Catch it. Kill it. Bin it poster
Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
38	Lidded bins and increased emptying/ replacement are in-place.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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40	<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/ Hand rails/ Access Buttons ● Kitchen areas and associated equipment ● Water dispensers/ coolers ● Printers/ Photocopiers ● White Boards ● Play Equipment ● Tables/ Surfaces 	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Use of kitchen areas/ staff room – ensure appropriate cleaning of equipment/ surfaces after individual use.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Employees to store, where possible, coats, bags and non-work essential items in personal lockers or stored separately.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Staff and children are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster
45	Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to management.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	

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Key Roles and Responsibilities

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48	Sufficient staffing/ resources are in place to maintain the security of the building and its occupants.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of emergency, cohort/ groups to maintain 2m social distancing at assembly point where possible.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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52	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> ● Fire Alarm and Detection ● Powered Doors / Gates ● Legionella and Water Testing ● Electrical Safety ● Gas Safety ● PAT Testing ● Asbestos Management 	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Defect Reporting arrangements are in place.	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approved by (Manager)	J Stretton	Date of Approval			22/07/2020 reviewed on 27/08/2020
Date shared with Parents/Carers	31/08/2020	Date of Review			Ongoing to reflect any changes from government advice.