

Risk Assessment Record






Company		Kingsbury Kids Club				Assessment Number			2020-COVID-19 Operation of Childcare Setting			
Task / Activity		Operation of childcare setting under COVID-19 restrictions										
Date Conducted		17-June-2020		Date Reviewed								
Assessment Team		Assessors		SC								
1 Hazard	2 Hazard Effect	3 A t r i s k	4 S e v e r i t y	5 P r o b a b i l i t y	6 R i s k R a t i n g	7 Existing Control Measures	8 S e v e r i t y	9 P r o b a b i l i t y	10 R i s k R a t i n g	11 A c c e p t a b l e ?	12 Further Control Measures to Reduce Risk Further	13 C o m p l e t e d
Potential exposure to an infectious colleague	Infection with coronavirus leading to COVID-19	A	5	4	20	<ul style="list-style-type: none"> Workers identified as clinically extremely vulnerable, who must be Socially Shielded are not permitted in the workplace Workers identified as clinically vulnerable are not permitted in the workplace Government guidance on self-isolation / household isolation formally communicated to all workers Workers are formally instructed to adhere to self-isolation / household isolation guidelines Wherever possible work will be completed from home (admin, etc) Limit number of workers to statutory minimum, where possible (in line with other risk assessments) Workers to successfully complete infection control training course before permitted in the workplace 	5	2	10	M	<ul style="list-style-type: none"> All workers to go straight home if symptoms develop <ul style="list-style-type: none"> new continuous cough high temperature (above 37.8°C) Workers isolating with symptoms to request a COVID-19 test as soon as possible Supervisors to be trained to spot signs of symptoms in workers and investigate as required Once instructed, ensure that workers evidence that their phones have the NHS COVID-19 app installed Check guidance for updates daily and review controls; <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</p>	

At Risk	Severity		Probability		Risk Rating		
	1	No Injury	1	Very Unlikely	1 – 5	LOW	A - Acceptable
C - Contractors	2	Minor Injury	2	Unlikely	6 - 14	MEDIUM	M - More Analysis Required
V - Visitors	3	+3 Day Absence	3	Likely	15 - 25	HIGH	U – Unacceptable Risk
P - Public	4	Major Injury	4	Very Likely			
A - All	5	Death	5	Virtually Certain			

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						<ul style="list-style-type: none"> Children from KS1 to be collected by 1 member of staff wearing a face mask, hands to be washed when re-entering kids club 					
Potential transfer of virus through droplets on hard surfaces	Infection with coronavirus leading to COVID-19	A	5	3	15	<ul style="list-style-type: none"> Hard surfaces (toilet flush levers, door handles, fridge door handles, worktops) and floors cleaned on arrival, hourly and end of shift with disinfectant product Workers are formally encouraged to wash their hands for 20 seconds with hot water and soap often and on entry to work, before eating food, after using the toilet, when leaving work and when returning to their homes Provision of sufficient handwashing facilities – hot running water, soap and disposable towels is maintained Regular formal inspection of handwashing facilities and corrective actions, when necessary NHS / Government Handwashing technique posters displayed in all welfare facilities. Hand sanitisers provided, where available, throughout workplace Workers do not share pens, pads, tools, etc. Tissue waste double bagged and stored for minimum of 72 hours before going into general waste. Workers encouraged to bring own drinks bottles, to workplace. Must bring own Hot drinks as no kettle available during COVID-19 period Disposable plates and cutlery used throughout COVID-19 period No access to Staff Room at any time during COVID-19 period If breaks required, taken off site 1x worker to use telephone throughout shift – wiped at end of shift with disinfectant product Staff and children requested to wear fresh clothes every day. It is recommended that clothes are washed on returning from Kids Club. 	5	2	1 0	M	<ul style="list-style-type: none"> Formally review records of cleaning and improve provision, if required    <ul style="list-style-type: none"> Supervise workers and enforce personal hygiene, if required Cover or remove buzzer from Reception
Potential transfer of virus from contact with the children	Infection with coronavirus leading to COVID-19	A	5	3	15	<ul style="list-style-type: none"> Government guidance on self-isolation / household isolation formally communicated to all parents/guardians Setting will be run outdoors throughout the COVID-19 period All workers instructed wear face coverings throughout shift 					<ul style="list-style-type: none"> Communicate changes and requirements to all parents

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