



Responsible Person or person having control of the premises:

Address of premises:

Wild About Play, Ridgewood Community Centre,
BS37 4AF

Assessor:

Sian Pumford

Date of risk assessment:

14/07/2020 & 19/07/2020 & 01/09/2020 & 02/09/2020

Date of previous risk assessment:

13/07/2020

Date of assessment review:

Ongoing and ever changing

Level of risk on day of assessment:

Medium

Signed by assessor:

S K Pumford

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Who is at Risk		Likelihood	Chance	Description
A	Staff team	1. Very unlikely	0 - 20%	The event may occur only in exceptional circumstances
B	Parents	2. Unlikely	21% - 40%	The event could occur at some time
C	Children	3. Moderate	41% - 60%	The event will occur at some time
D	Volunteers	4. Likely	61% - 80%	The event could occur in most circumstances
E	Other Agencies/visitors	5. Very likely	81% - 100%	The event will occur in most circumstances

Severity	Description. Mental health related in blue
1. Negligible	Minor first aid treatment causing minimum work interruption. Apprehension/ Alarm on one off occasion or of short duration requiring no treatment.
2. Minor	Injury requiring first aid treatment. Minor concern or worry being displayed over a period of time, but responding to local support from manager and colleagues, and not requiring time off work.
3. Serious	Injury requiring medical treatment, causing inability to continue work for more than 7 days (excluding day of accident). RIDDOR. Significant trauma displayed after event or over considerable period of time, causing health issues requiring GP or counselling.
4. Major	Permanent or life changing Major trauma related illness resulting in self harm and long term incapacity requiring medical treatment and/or counselling.
5. Fatalities	Single or multiple deaths. Extreme mental health issues leading to suicide.

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	Severity					
	1	2	3	4	5	
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Ranking	
1 - 5	Low risk - acceptable, monitor
6 - 15	Medium risk - acceptable, subject to guidance
16 - 25	High risk - unacceptable, activity must not proceed

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
COVID-19 Children on site	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed (More updated guidance for September expected for After School care) Masks to be worn by adults (& those not medically exempt) inside The Ridgewood Centre Entrance for all WAP staff , children & parents via 'Main entrance' electronic door from carpark area Exit for all Wap staff, children & parents will be the door closest to 	3	5	15	One way entry and exit system to be agreed with Ridgewood Centre Manager (Suggestion in this risk assessment completed) 14/07/2020 SKP AGREED by Centre Manager 02/09/2020	2	5	10

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		<p>Ridgewood Pre School's 'owl' door, to the right of the stairs</p> <ul style="list-style-type: none"> • The DFE guidance "Early years and childcare COVID-19 guidance is being followed • Only bubbles totalling 40 children are being booked in. Usual record kept of all attendees (both staff & children). • Bubbles A,B,C, D & E may be needed as a maximum (for each school) • All children wash hands regularly including on entering & exiting Club). • Parents do not enter Club but collect children either from the bottom of the staircase with a phone call to staff or at the Club entrance door (one parent at a time, with extra parents waiting at the bottom of the staircase whilst social distancing from others). • Staff supervise the washing of children's hands on entry before entering their bubbled group area • Always in line with staff to children ratios • Information posters are present across the site on hygiene • Regular cleaning of frequently touched areas (as listed at bottom of risk assessment) 							

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		<ul style="list-style-type: none"> • Children are booked in & allocated a bubble before attending if required • Children are welcomed and given a short talk on which group they are in/which coat peg hooks, drinks station & toilet is for their allocated group • Outdoor play such as large park play (using different designated areas per group) to be encouraged as much as possible • Parents to agree to terms and conditions stating that Club cannot guarantee social distancing but measures are in place to reduce transmission between groups etc • Parents to agree to terms and conditions stating that they will act in a responsible manner outside of Club, ensuring protective measures for both themselves and their children • Parents to agree to terms and conditions that state that their children only attend one other setting ideally other than school 							

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COVID-19 Someone who is infected entering the premises	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed The building is a public building so outside persons cannot be guaranteed, however the Club is an enclosed space. Club visitors are not permitted unless they are attending for the first time & in this case, visits will be supervised as usual and kept to a minimum/adult visitors will be asked not to touch resources. All visitors will be asked to wash hands on entry/exit and to practise social distancing. Deliveries not expected & post passed under door; no contact. Information posters are present at entrance/exit Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies. Best practice hygiene requirements are being followed. Frequently touched areas cleaned at the start and end of every day including shared resources between bubbles/staff members for the purpose of Ofsted regs (signing registers) & cleaning equipment (Vacuum etc) 	3	5	15		2	5	10

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		<p>are sent home immediately and advised to follow NHS guidelines online</p> <ul style="list-style-type: none"> • If the person affected is a contractor, their organisation will be informed if possible • Workplace will be decontaminated following UK Government guidelines • Best practice hygiene requirements are being followed. • Owner & Manager communicating daily to assess and evaluate the risks • Best practice social distancing of 1 meter is being followed as best as possible • Information posters on hygiene are present on notice board and toilets • Regular cleaning of frequently touched areas take place • Parents to be informed immediately • Parents agreed to terms and conditions regarding non attendance due to sickness/Covid19 symptoms 							
COVID-19 Contaminated workplace	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government guidance being followed • Workplace will be decontaminated following UK Government guidelines • Deep clean carried out before Club re-opens (Sept Weds 2nd) 	3	5	15		2	5	10

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		<ul style="list-style-type: none"> • Best practice hygiene requirements are being followed. • Best practice social distancing of 1-2 meter/s minimum is being followed as best as possible • Information posters are present across site on hygiene • Regular cleaning of frequently touched areas • Information posters are present in & around the Club & centre • Only necessary maintenance carried out by external contractors • Extra hygiene by staff carried out 							
COVID-19 Workplace gatherings	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government guidance being followed • Social distancing has been implemented between staff members where possible • All employees who are able to work from home have been told to do so • Staff team meetings take place via video or similar • Future Club visitors to Club such as activity leaders have been cancelled • No handshaking • Social distancing off 1 meter for remaining staff where practicable 	3	5	15		1	5	5

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COVID-19 Vulnerable Employees	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Managers have identified certain vulnerable employees who have the choice to wear a mask if they so wish Vulnerable employees may be required to work from home Pregnant workers will be told to self-isolate or work from home 	3	5	15		2	5	10
COVID-19 Employees who have contracted COVID-19 outside of work	A, B, C, D, E	<ul style="list-style-type: none"> Staff have read risk assessment and know to take precautions such as face mask when shopping etc, social distancing etc as advised by the Government UK Government guidance being followed (& updated versions shared) If NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal Club policy. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidelines Employees with COVID-19 or suspected COVID-19 will self – isolate as per Government guidelines The Club will be decontaminated in 	3	5	15	Staff given copy of risk assessment 19/07/2020 (online)	1	5	10

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		<p>checklist (<u>Stay at Home Advice</u>)</p> <ul style="list-style-type: none"> Owner/Manager are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Owner, Manager & staff team are advised to keep in regular contact with home workers with regular individual, team calls or by Group Messenger or Skype/Zoom etc 							
COVID-19 Travel	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Currently the FCO provides foreign travel advice for travellers Employees and parents are advised not to travel into work using public transport Parents will have signed our terms & conditions agreement to say they are not travelling into Club on public transport Employees are advised to keep socially distancing whilst travelling Employees advised not to travel out of the UK unless absolutely necessary 	3	5	15		1	5	5

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COVID-19 Visiting other sites	A, B, C, D, E	<ul style="list-style-type: none"> All visits to other sites such as training courses have ceased All visits to Owner's home for team meetings/other locations have ceased 	3	5	15				1	5	5
COVID-19 Other building users	A, B, C, D, E	<ul style="list-style-type: none"> The other site users do not enter the Club. Ridgewood Centre staff will have limited access. 	2	5	10				1	5	5
COVID-19 Centre/Staff Meetings	A, B, C, D	<ul style="list-style-type: none"> UK Government guidance being followed Face to face meetings replaced by online/telephone communications Owner is not attending onsite unless working All users of the Centre & Club are being kept up to date via email and telephone. Any face to face meetings will be conducted via mobile devices and without the need for anyone to travel 	2	5	10				1	5	5

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<p>HIGH RISK CROSS CONTAMINATION AREAS/TIMES: Group areas for A, B & C etc- Toilets – flush handles & taps, inner toilet doors Kitchen (staff only) All doors & handles plus cupboards Toys & equipment Shared toys/equipment especially hand held items (play phones, art brushes, felt tips and pencils etc so will be allocated per group where applicable). Telephone/s Home corner items Doorbells Microwave/kitchen cupboards, toaster/ cooking utensils/kettle and fridge/freezers Shared cleaning items, such as vacuum,mop handles & black sacks etc</p>	<p>Children's groups A,B,C,D, E etc</p> <p>A, B & C</p>	<ul style="list-style-type: none"> These areas/items will be cleaned on a regular basis by the staff members in each room Staff will wash their hands before and after using shared equipment & pre-wiping and post-wiping of the item with antibacterial solution will take place Doorbell/s/handles & doors cleaned after each use Interconnecting room doors left open so as not to encourage touching On handover, staff from the same bubbles must stay socially distanced On shutting down the Club, door handles will be cleaned as each area (A, B & C) is closed down Each staff member will clean their own A, B & C etc play areas 	3	5	15	Parents do not enter Club	2	5	15

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Separate staff & children's groups of A, B, C, D, E as a maximum precaution areas/equipment- Drinking cups & jugs x2 Toilets Coats, bags & lunchbox area/hooks Outdoor benches Outdoor sports equipment including plasma cars Tablets & chargers Sand/water play trays Cooking/playdough	A,B & C	<ul style="list-style-type: none"> Where possible, the groups will use their own allocated items to reduce contamination Posters displayed for A, B & C groups Items such as jugs etc labelled as A, B or C Individual named cups for each staff member & children Future holiday club - Lunchboxes requested as wipeable in our terms and conditions All staff given clear guidance and training along with clear posters and having risk assessment read and 	4	5	20	Risk assessment shared with both staff team & Centre Manager Action completed 14/07/2020 (staff) Centre Manager – sent via email on 19/07/2020	3	5	15

VEHICLES: Spread of Covid19 whilst travelling in vehicles		<ul style="list-style-type: none"> Hand sanitiser provided for driving staff Staff keep to own vehicles and do not share them amongst different schools Regular wiping down/spraying of Dettol on the high touch areas such as seat handles, seat belts etc Vehicles kept clean & no outside passenger to be transported 	4	3	12				
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		<ul style="list-style-type: none"> Children from different schools to be kept socially distanced each day: <p>Mondays – 1 child (rear, 7th seat) from W school & 1 A (front) seat</p> <p>Tuesdays – 2 children from W school only (rear seats 6 & 7)</p> <p>Wednesdays – 1 child from W school (rear) & 1 adhoc 9/9 A school (front)</p> <p>Thursdays – 1 child (front) A school & 1-3 W school (rear seats 5, 6 & 7)</p> <p>Fridays - 1 child from A school (front)</p>						
Bubbles of children arranged:		<ul style="list-style-type: none"> KS1 Broadway KS2 Ridge Wellesley, Rangeworthy & Abbotswood (traveling in by vehicle) but then divided in an area for play St Mary's (walking in) & in separate bubble for play 	3	4	12			