**Risk Assessment for Return to Toddler Group.**

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| **Risk Assessment For Return To Stockland and Yarcombe Toddler Group 2021** | | | |
| **Potential Risk** |  | **Yes/No** | **Steps/Adaptations to be taken** |
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| **SAFE TO REOPEN?** |  |  |  |
| Is our group able to comply with Government guidelines on: | Social Distancing | Yes | All parents/carers will be spaced 2m apart with markers for the adults to sit at and masks to be worn on entry and exit.  Masks can be worn only when social distancing isn’t possible for example moving around in communal areas, they can be removed when sitting on towel/mat.  Rugs cannot be provided so parents/carers will be asked to bring their own towel/blanket to sit on at their cone.  There will be a separate entrance/exit from the pre-schoolers. Entrance through side door, exit through side doors into car park  1 toilet to be used, with 1 in 1 out system. (A notice will be on the door to show vacancy) |
|  | Infection Control | Yes | All equipment used will be cleaned and changed between sessions including climbing frame, wooden people, bikes, toddler toys.    It is likely that toys will be shared between children so if adults/carers attending the session can take an active role and responsibility in cleaning any toys that their children have played with after use, ready for the next child to use.  All high touch spots will be cleaned before and after by Rose, Charlotte or Gemma.  The toilet will be cleaned before and after each group session and in between if necessary.  There are no baby changing facilities so parents/carers are to take all nappies home. |
|  | Size of gathering | Yes | No more than 15 adults/carers inside excluding children under 5 years old and the group leader - adults all socially distanced by 2m via planned seating.  The markers spaced 2m apart will be ample of space for adults/carers to maintain social distancing. |
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| **INFECTION CONTROL** |  |  |  |
| Infection Control Policy |  | Yes | Covered by hall risk assessment |
| Health and Safety Policy |  | Yes | Covered by hall risk assessment |
| Infection Control Training |  | Yes | Covered by hall risk assessment |
| First Aid Training |  | No | We do not have a First Aid trained individual. All parents are responsible for their own children at all times. |
| Procedure to follow if symptomatic | Parents and Children  Group Organisers | Yes | Families will be contacted via the track and trace app or if develop symptoms then inform the group leaders and not attend. |
| Contact Tracing | Maintain accurate register of class attendees with contact details should this be needed. | Yes | There will be a compulsory sign in process including name, contact number or email address, date of visit, arrival time and if possible a departure time. This is only for people who do not have a smart phone as if they do have one they can use our QR code.  A group leader will record any paper records to keep pen using to a minimum and reduce the spread of coronavirus. |
| Venue Measures and Requirements | Infection Control requirements of venue | Yes | Rose, Charlotte and Gemma have read the risk assessments for Stockland hall and taken them on board when devising our own risk assessment to ensure all requirements are met. |
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| **BOOKING PROCEEDURE** | Accept electronic bookings only to prevent cross infection when handing cash | Yes | All bookings are taken electronically and as there is a limit of 15 adults. Any emails will be sent to Rose so we know when the limit has been reached.  All bookings are taken in advance so we know exactly who will be attending group sessions  If anyone turns up on the day they will be turned away unless the limit has not been exceeded. |
|  | Electronic booking only prior to attendance? | Yes | All bookings are asked for via a weekly email to Rose so we know who will be attending the sessions and ensure the 15 adult limit is not exceeded. |
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| **SOCIAL DISTANCING MEASURES** |  |  |  |
| Entrances and Exits | Implement one-way system | Yes | The side doors will be used for entry and exit into car park |
|  | Arrangements for communal areas | Yes | 1 in 1 out for the toilet. Only the small hall toilet will be open and cleaned before, during and after use.  Posters to show when the toilet is vacant to encourage social distancing and minimising door handling. |
|  | Adherence to venue social distancing measures | Yes | These will be emailed to families attending and reiterated at the start of each class. |
|  | Adequate signage | Yes | Posters on the toilet and entrance/exit door |
|  | Is room well ventilated | Yes | Open all windows and doors where possible and safe to do so. |
| Class Numbers | Size of room | Yes | No more than 15 adults (markers socially distanced by 2m) |
|  | Stipulations of venue | Yes | No more than 15 adults as stated by the government guidance as of the 12.04.2021 |
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| **HYGIENE FACILITIES** | Handwashing points in venue? | Yes | Hand sanitiser on entrance and exit. Hands encouraged to be washed in toilet. |
|  | Availability of hand gel | Yes | Available on entrance and exit. Families encouraged to bring their own. |
|  | Disinfection of ‘high touch’ surfaces such as table tops and door handles. | Yes | Cleaning products provided to do this.  This will be done before, in between and after group sessions. |
|  | Information/instructional posters | Yes | Placing ‘please wash hands’ in toilet and ‘please use hand sanitiser on entry and exit’ also ‘vacancy’ sign on the toilet to minimise handle touching. |
|  | Baby Changing | Yes | Baby changing should be done using the parents own changing mat, where possible. Adults will bring their own towel/mat so that it can be taken home with them at the end of the session.  All dirty nappies to be bagged, sealed and taken home with the parent. We cannot dispose of nappies. |
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| **RISK ASSESSMENT AND PLANNING** |  |  |  |
| Organiser Support | Ensure relevant organisers are provided with Risk Assessment | Yes | Rose, Charlotte and Gemma will have a copy of the risk assessment |
|  | Continued communication for further support and evaluation | Yes | Continued communication and evaluation at the end of each session. |
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| **SESSION PLANNING** |  |  |  |
| Activities | Consider shorter session to minimise exposure | Yes | Shorter sessions have been considered and will run from 9.30am -11am.  Shorter sessions allow for more time to clean before and after. |
|  | Consider current public health guidance on communal singing and safety of session. | Yes | No singing to happen in the sessions but we will have a dance music for the children to dance to. |
|  | Review all aspects of session planning and adapt where necessary to ensure social distancing rules can be observed. | Yes | Sessions will be reviewed on a weekly basis. |
|  | Snack Time | Yes | Parents can provide children with their own snacks and drinks to be eaten/drank on their own towel/mat. |
|  | Provide parents with a drink if they desire. | No | Parents will be asked to bring their own drinks for them and their child |
| Props and Equipment | Remove provision of mats and ask parents to bring in own clean mats or towels from home. | Yes | Parents will be asked to bring a towel/mat to sit on and then be taken home with them to clean |
|  | Remove or reduce use of soft toys such as teddies or Hobby Horses which cannot be easily washed/disinfected | Yes | These will be quarantined after use or washed. |
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| **COMMUNICATION** |  |  |  |
| Responsibilities | Ensure all activity leaders, class visitors, parents and carers are clear about their own responsibilities for personal hygiene. | Yes | Parents will sign in using either the QR code or by the group leader if not using a smart phone. We encourage parents to bring their own hand sanitiser |
|  | Ensure all activity leaders, class visitors, parents and carers are clear about their own responsibilities for social distancing. | Yes | An email will be sent before the session to reiterate all of the measures and rules when adults email to book a place. |
|  | Ensure all activity leaders, class visitors, parents and carers are clear about their own responsibilities for notification of illness or risk of illness. | Yes | Parents will be notified via email to say they will not attend if they have symptoms and to notify Rose, Charlotte or Gemma if they have any corona virus symptoms.  Rose, Charlotte and Gemma will notify each other, the group and hall if they have symptoms. |
| Communication with parents | Ensure up to date contact details are kept for each parent for important communication e.g group session updates or contact tracing. | Yes | All parents contact details will be on the track and trace app or on our paper system if not using the track and trace app. We will encourage adults to use the track and trace app. |
| Booking procedure | Health Declaration | Yes | All parents agree by confirming a booking place that they have read and agree with the toddlers risk assessment and this includes confirming that they will not attend if they or their child develop coronavirus symptoms and must inform a group leader to comply with government guidance. |
|  | Refund policy | No | Each session will £1 per family that will put into a slotted pot, correct money only and no change will be given. This will be left in the pot until the following week so will not be handled until after 72 hours. |
|  | Will venue management notify you if member of staff or other visitors symptomatic | Yes | However there are no other members of staff present or anyone else using the hall on the toddler session morning. |
| Communication with venue | What are your reporting responsibilities to venue |  | Notify venue if any group member develops corona virus symptoms |
|  | Do venue management have up to date contact details in case of venue closure | Yes | They have all group leader details |
|  | Do you have out of hours contact details for venue in case of emergency | Yes | Rosanne, Charlotte and Gemma have contact details of the preschool manager and Gemma has the hall chairmans email address. |
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|  | Consider individual circumstances of group organisers. | Yes | Rose, Charlotte and Gemma can run the group between each other if one needs to self isolate. |
| **INSURANCE** | Do you need to discuss any changes with them with regards to adaptations you might need to make. | No | Insurance is covered by Stockland hall. |