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| **Company** | Cheeky Cherubs Soft Play | **Date of Assessment** | 28/9/2020 |
| **Assessment Completed By** | Sue Wilkinson |

**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**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **03** | All employees, themselves or persons within their household have COVID-19 symptoms, should not attend the centre and follow Government guidelines on self-isolation. | Y | ☐ | ☐ |  |
| **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 | Y | ☐ | ☐ |  |
|  | All employees are to wear facemasks when serving the customers. | Y | ☐ | ☐ | Staff can take their masks off behind the counter when customers are not present. The glass shield is installed to prevent contamination from the customers. |

**Customers**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **05** | All [Clinically Extremely Vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) children and adults are required to self-isolate and must not attend the centre. | Y | ☐ | ☐ |  |
| **08** | All children/Adults or persons within their household that have COVID 19 symptoms should not attend the centre. | Y | ☐ | ☐ | We have a digital thermometer to randomly check the temperature of children and adults |
|  | All Children/Adults who have been or anyone within their household who have been told to self-isolate, awaiting results of a test or have been told to get a test must not come into the centre. | Y | ☐ | ☐ | A covid questionnaire asks these questions on booking. |
|  | Customers over 11 are to wear a mask whilst entering and walking around the centre. They do not have to wear a mask whilst sat at the table or on the play frame. | Y | ☐ | ☐ | Signs are put up to remind people and on the web site and fb pages. |
|  | Customers are required to sanitize hands on arrival. | Y | ☐ | ☐ | Staff are asked to tell the customers on arrival and a poster is also sighted. |

**Our Premises**

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| **Capacity & Access** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **12** | Designated Entrance and Exit Points to the Building. | Y | ☐ | ☐ | We have a booking in system, all attendees will enter at a specific time and leave at a specific time. Reducing the risk of close proximity. |
| **13** | Increased number of Entrance and Exit Points to the Building where possible and place 2m posters on entrances to support social distancing. | y | ☐ | ☐ | As above |
| **15** | Restrictions on access to used Rooms by third parties (parents, members of the public, visitors etc). | y | ☐ | ☐ | One-way signs are situated on the play frame. The sensory room is closed. |
| **16** | Restricted number of parents and children in rooms. | y | ☐ | ☐ | We have reduced our capacity to 40% |

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| **Physical / Social Distancing in the Building** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **17** | Rooms organised creating space between activities where possible. | y | ☐ | ☐ | There are signs at points for social distancing, one-way systems, hand sanitizing. Mask wearing posters are also displayed |
| **18** | Equipment to be cleaned in between different groups of children. | y | ☐ | ☐ | We use a fogging machine to sanitize the play equipment, in between sessions. All tables, chairs, door handles, toilets are cleaned between sessions and cleaning rota signed and dated. |
| **19** | Doors to be kept open if safe to do so. Extractor fans must be on to aid ventilation. | y | ☐ | ☐ | Where possible the doors are left open to minimize contact.  The extractor fans are on to aid ventilation. |
| **21** | Communal spaces to be used at reduced capacity and cleaned in between use. | y | ☐ | ☐ | We have reduced the number of tables used and distanced them to 2m apart |
| **22** | Stagger the use and limit the occupancy of staff room and office area by employees. | y | ☐ | ☐ | Only 1 person in the office at any one time. Staff are to keep a 2m distance between themselves where possible. |
| **23** | Staff to maintain social distancing of 2 metres in the kitchen and communal area where possible. | y | ☐ | ☐ | As above |
| **24** | Use of small meeting rooms and confined areas by staff/other agencies - must follow social distance guidelines. | y | ☐ | ☐ | Additional rooms monitored. |
| **25** | Non-essential repair/ contracted works in the building to be carried outside operating hours | y | ☐ | ☐ |  |
|  | Rhyme time: Customers are requested to keep a 2 metre distance from each other and from the stage. Not to swap the instruments. | |  |  |  | | --- | --- | --- | | Y | ☐ | ☐ | |  |  | Inform customers on the speaker system prior to rhyme time of the restrictions in place |
|  | **Additional information regarding safe use of space to detailed below.** | | | | |

**Infection Control, Cleaning and Hygiene Arrangements**

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| **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 centre and to refer to [current advice and guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) | Y | ☐ | ☐ | Staffs temperature is checked. |
| **27** | Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above. | Y | ☐ | ☐ |  |
| **28** | Children, parents and carers who experience COVID-19 symptoms should leave the centre 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). | y | ☐ | ☐ |  |
| **29** | Provision of hand-washing/ hand-hygiene facilities at entrances and throughout the centre (regularly monitored & maintained). | y | ☐ | ☐ | Hand sanitizers are mounted on the entrance wall and inside the play centre. Hand wash is also available in the toilets and kitchen. |
| **30** | All staff, children, parents and carers are encouraged to regularly wash their hands with soap and water, especially upon arrival at the centre, prior to eating, following snack/ lunch time and any other time deemed necessary (after coughs/sneezes). | y | ☐ | ☐ | As above |
| **33** | Nappy changing facilities and toilets available should be cleaned in between use. | y |  |  | As per cleaning schedule. |
| **35** | Remove unnecessary items from rooms and rugs/soft toys/ toys that are hard to clean. | y | ☐ | ☐ | We have reduced the amount of toys and soft play to minimise infection. |
| **37** | All staff, parents, carers 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) | y | ☐ | ☐ | [Catch it, Kill it, Bin it poster](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf) |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/a** | **Actions Taken**  **Details / Further Information** |
| **38** | Lidded bins and increased emptying/ replacement are in-place. |  | ☐ | ☐N | To be replaced ASAP |
| **39** | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. | y | ☐ | ☐ | Air conditioning and extractor fans to be turned on. |
| **40** | 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:   * Toilets * Door handles/ Hand rails/ Access Buttons * Kitchen areas and associated equipment * Soft Play areas * Chairs. * Play Equipment * Tables/ Surfaces | y | ☐ | ☐ | As above  Cleaning Rotar in place. |
| **41** | Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use. | y | ☐ | ☐ | On cleaning rota |
| **42** | Use of kitchen areas/ staff room – ensure appropriate cleaning of equipment/ surfaces after individual use. | y | ☐ | ☐ | On cleaning rota |
| **43** | Employees to store, where possible, coats, bags and non-work essential items in personal lockers or stored separately. | y | ☐ | ☐ | Stored in office. |
| **44** | Staff customers 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. | y | ☐ | ☐ | **Hand washing posters.** |
| **45** | Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser. | y | ☐ | ☐ | All staff to wash their hands regularly. Wearing gloves when serving customers. |
| **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. | y | ☐ | ☐ | See cleaning rota |
| **47** | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. | y | ☐ | ☐ |  |
|  | **Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)**  Children, parents/carers will be randomly temperature checked using a digital thermometer | | | | |
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**Key Roles and Responsibilities**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **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). | y | ☐ | ☐ | We have half an hour between sessions to fulfil the cleaning rota to ensure a thorough disinfectant. |
| **50** | Sufficient numbers of trained staff are in place to provide Emergency First Aid. | y | ☐ | ☐ |  |
| **51** | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of emergency, to maintain 2m social distancing at assembly point where possible. | y | ☐ | ☐ |  |
|  | **Additional information regarding key Roles and Responsibilities (Please detail below)** | | | | |

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| **Statutory Premises Compliance and Maintenance** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **52** | PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:   * Fire Alarm and Detection * Powered Doors / Gates * Legionella and Water Testing * Electrical Safety * Gas Safety * PAT Testing * Asbestos Management | y | ☐ | ☐ | Routinely checked. |
| **53** | Defect Reporting arrangements are in place. | y | ☐ | ☐ | On induction training. |
|  | **Additional Statutory Compliance and Maintenance issues.** | | | | |

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| **Any Additional Information and Control Measures (Detail Below)** | | | | | | | | |
| **Ref** | **Control Measure** | | **Yes** | **No** | | **N/A** | **Actions Taken**  **Details / Further Information** | |
|  |  | | ☐ | ☐ | | ☐ |  | |
|  |  | | ☐ | ☐ | | ☐ |  | |
| **Approved by (Manager)** | | S Wilkinson | | | **Date of Approval** | | | 28.9.2020 |
|  | |  | | | **Date of Review** | | | 28/10/2020 |