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| Date: | 01/09/2020 |
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|-----------------|-----------|-------------------|-----------------------|--------------|--|
| Assessors Name: | Jan Stock | Reference Number: | Action Tots Returning | Review Date: | Weekly (or as per government guidance updates) |
|-----------------|-----------|-------------------|-----------------------|--------------|--|

|              |          |            |   |           |     |       |            |
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| Endorsed By: | Trustees | Signature: |  | Position: | CEO | Date: | 01/09/2020 |
|--------------|----------|------------|---|-----------|-----|-------|------------|

|                           |                        |
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| Description of assessment | Coronavirus (COVID-19) |
|---------------------------|------------------------|

|                  |                          |
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| Location Details | Wodson Park - North Hall |
|------------------|--------------------------|

| Identified Hazards   | Who may be affected                             | Risk Level before control measures<br>S x L = R |   |    |    | Existing control measures  | Additional Control measures required                                       | To be actioned by | Completion date | Final Risk level<br>S x L = R |   |   |    |
|--|---|---|---|----|----|--|--|-------------------|-----------------|-------------------------------|---|---|----|
|  |   | S   | L | R  | RR |  |  |                   |                 | S                             | L | R | RR |
| <p><b>COVID-19 spread to employees from members of public including the spread to the public from employees</b></p> <p>Health, safety and welfare of employees, clients, and the public. Infection control measures.</p> | <p>Employees</p> <p>Parents</p> <p>Children</p> | 5   | 5 | 25 | H  | <p>Action Tots classes for under 2's and under 5's permitted in accordance with Government advice.</p> <p>Class capacity reduced.</p> <p>Ventilation is increased where practicable to allow flow of fresh air.</p> <p>Class timetable amended to allow for additional cleaning between sessions.</p> <p>Only pre-booking accepted</p> <p>Class registers for track and trace.</p> <p>Staff to wear visors and parents to wear masks.</p> <p>Direct contact with children avoided; Parents to participate in classes.</p> <p>Hand-held equipment used in classes limited to plastic/washable toys.</p> | <p>Government/PHE guidance and information reviewed daily for updates.</p> | <p>JS</p>         | <p>Daily</p>    | 5                             | 1 | 5 | H  |

| <p><i>Continued</i><br/>Health, safety and welfare of employees, clients, and the public. Infection control measures.</p> |                     |   |          |           | <p>All equipment and mats cleaned/sanitised with electrostatic sprayer before each session.</p> <p>Class leaders to remind parents of social distancing requirements.</p> <p>Handwash stations placed in each class.</p> <p>Children to wash their hands before, and at the end of each session.</p> <p>Antibacterial spray, paper towels and hand sanitiser for customers use, freely available and well signed throughout the building.</p> <p>Toilet facilities adapted to allow for social distancing.</p> <p>Visible cleaning schedules in all toilet facilities.</p> <p>Changing rooms and showers closed.</p> <p>Mandatory training for all staff.</p> <p>Weekly review to refine and refresh protocols and procedures.</p> |   |  |                            |                 |                               |          |          |          |
|---|---------------------|---|----------|-----------|--|---|--|----------------------------|-----------------|-------------------------------|----------|----------|----------|
| Identified Hazards  | Who may be affected | Risk Level before control measures<br>S x L = R |          |           |  | Existing control measures   | Additional Control measures required   | To be actioned by          | Completion date | Final Risk level<br>S x L = R |          |          |          |
|   |                     | S   | L        | R         | RR   |   |  |                            |                 | S                             | L        | R        | RR       |
| <p><b>COVID-19 spread to employees from members of public including the spread to the public from employees</b></p>       | <p>Public</p>       | <p>5</p>  | <p>5</p> | <p>25</p> | <p>H</p>   | <p>Signage displayed around the site reinforcing one-way flows.</p> <p>Access and egress to/between areas is managed via signage and barriers.</p> <p>2m spacing markings on the floor in reception and outside the entrance.</p> | <p>DM's to report any issues with members of the public failing to comply with social distancing.</p> <p>Procedures reviewed daily to identify improvement opportunities.</p> <p>Check sheets amended/ updated as required</p> | <p>Operations Managers</p> | <p>Daily</p>    | <p>5</p>                      | <p>1</p> | <p>5</p> | <p>H</p> |

|   |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|
| <p><i>Continued</i><br/>Health, safety and welfare of employees, clients, and the public. Infection control measures.</p> |  |  |  |  | <p>DM and Reception staff explain the social distancing requirements to users upon booking.</p> <p>All noticeboards and public displays cleared to prevent people congregating and minimise congestion.</p> <p>Any person(s) entering the premises are advised to:</p> <ul style="list-style-type: none"> <li>• Do so at their own risk.</li> <li>• Partake in the venue’s activities alone, with members of their household, or with one other person from outside their household, while practising social distancing and limiting touch.</li> <li>• To cough or sneeze into a tissue and put it in a bin. If the person(s) do not have tissues, they are advised to cough and sneeze into the crook of their elbow and wash hands as soon as possible.</li> <li>• To wash their hands thoroughly for 20 seconds regularly.</li> <li>• Only to attend the centre at the designated time to avoid congestion in public area</li> <li>• To arrive in the clothes they intend to use as there are no changing rooms available.</li> </ul> |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|

## Guidance Notes

|                 |                   |   |    |    |    |    |
|-----------------|-------------------|---|----|----|----|----|
| <b>SEVERITY</b> | 5                 | 5 | 10 | 15 | 20 | 25 |
|                 | 4                 | 4 | 8  | 12 | 16 | 20 |
|                 | 3                 | 3 | 6  | 9  | 12 | 15 |
|                 | 2                 | 2 | 4  | 6  | 8  | 10 |
|                 | 1                 | 1 | 2  | 3  | 4  | 5  |
|                 |                   | 1 | 2  | 3  | 4  | 5  |
|                 | <b>LIKELIHOOD</b> |   |    |    |    |    |

|                       |                                   |
|-----------------------|-----------------------------------|
| <b>L = LIKELIHOOD</b> |                                   |
| 5                     | Almost Certain – Very High Risk   |
| 4                     | Probable – High Risk              |
| 3                     | 50/50 – Medium Risk               |
| 2                     | Improbable – Low Risk             |
| 1                     | Almost impossible – Low Risk      |
| <b>S = SEVERITY</b>   |                                   |
| 5                     | Fatality – Very High Risk         |
| 4                     | Severe incapacity – High Risk     |
| 3                     | Absent 3 weeks – Medium Risk      |
| 2                     | Absent less than 1 day – Low Risk |
| 1                     | Insignificant – Low Risk          |

**S (SEVERITY) Multiplied by (x) L (LIKELIHOOD) = RR (RELATIVE RISK)**

| 1–4 LOW   | 5–9 MEDIUM  | 10–15 HIGH  | 16–25 VERY HIGH   |
|---|---|---|---|
| Continue with existing controls. However, monitor for changes. Implement any additional control measures required within the timescales given in the risk assessment. | Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required within the timescales given in the risk assessment. | Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required within the timescales given in the risk assessment. Continue to review working practices to reduce the probability of an accident to the lowest possible level. | Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible. |

**Additional comments:**

1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

|                         |           |                   |    |              |            |
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| <b>Assessor 1 name:</b> | Jan Stock | <b>Signature:</b> | JS | <b>Date:</b> | 01/09/2020 |
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| <b>Assessor 2 name:</b> | Chloe Gilbert | <b>Signature:</b> | CG | <b>Date:</b> | 01/09/2020 |
|-------------------------|---------------|-------------------|----|--------------|------------|