

Bear Pak Wraparound Covid-19 Specific Risk Ax  
 Updated 6/1/22

Identified Risk	Level of Risk with Measures	Measures to Reduce Risk	Responsibility	Review Frequency
Handovers with parents and carers at the beginning and end of the session.	Medium	<ul style="list-style-type: none"> <li>• No parents, carers or visitors will be allowed to enter the building unless by pre-arranged visit (Essential only during operation hours)</li> <li>• Parent visits to setting will be carried out by appointment only before and after the session</li> <li>• Parents to call when they arrive to collect or drop off</li> <li>• Markers to be set out for parents and carers to socially distance during drop off and pick up times</li> <li>• Member of staff to meet parents at the gate.</li> <li>• Door staff to wear face coverings on hand over of children unless exempt.</li> <li>• Before children enter the building temperatures are to be taken using a non-contact forehead thermometer, and temperatures recorded on the register</li> <li>• Parents are not to leave until door staff have confirmed temperature is normal and child/children can stay for the session</li> <li>• Children and staff will wash hands on entering the building</li> </ul>	All staff Parents and carers	In line with Government guideline updates.
Staff/Children/Parents exhibiting symptoms of Covid-19 including high temperature, dry and continuous cough and loss of taste and/or smell, fatigue, myalgia (muscle ache or pain), a sore throat, headache, sneezing, runny nose, loss of appetite, nausea, vomiting, diarrhoea.	Medium	<ul style="list-style-type: none"> <li>• All staff and parents/carers MUST report any symptoms immediately and NOT attend/have their children attend sessions if they present with cardinal symptoms (high temperature, continuous dry cough, loss of taste/smell)</li> <li>• If a child is found to exhibit any cardinal symptoms following drop off, the parent/carer will be contacted to collect the child.</li> </ul>	Management All staff Parents/Carers	Daily and in line with Government guidance updates

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		<ul style="list-style-type: none"> <li>Using the Track and Trace system protocol, all who accessed the service within the relevant time period (including staff) will be contacted and if under the age of 18 or have received 2 doses of the vaccination, advised to carry out a day 2 and day 8 test. Those who are over the age of 18 who have not received both doses of the vaccine will be advised to self-isolate for the appropriate period of time.</li> </ul>		
<p>Risk of passing on infection to others if asymptomatic</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>Stringent handwashing routine to be followed during the session, including on entering the building</li> <li>Hand sanitiser to be available for frequent use for staff and children</li> <li>Thorough cleaning and disinfecting routine of all equipment before and after sessions, with additional staff on hand to carry out cleaning duties throughout the session</li> <li>PPE including disposable gloves and aprons available</li> <li>Staff encouraged to maintain 2 metre social distancing wherever possible.</li> <li>Staff encouraged to wear face coverings in line with current guidance. However, as of 6/9/21 – Staff are not required to wear them during the session but must wear them in communal areas of the building and on drop offs.</li> <li>All visitors to wear a face covering unless exempt and their temperature recorded.</li> <li>All visits recorded</li> <li>Three times weekly lateral flow testing to be carried out by all staff, and positive/void</li> </ul>	<p>Management                  All staff                  Children</p>	<p>Daily and in line with Government guideline updates</p>

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		results reported with evidence to be recorded on the log sheet.		
Exposure to a positive case outside of Bear Pak (e.g confirmed case in class at school)	Medium	<ul style="list-style-type: none"> <li>In the event of school not having children attending due to precautions of a potential positive case, parents should notify management immediately.</li> <li>If contacted by school/Track and Trace, management to be notified and the child/staff affected should not return if the individual develops any symptoms.</li> </ul>		
Maintaining appropriate social distancing of 2 meters between all where possible	Medium	<ul style="list-style-type: none"> <li>One-way system through the building to be clearly marked and implemented</li> <li>Designated play spaces to be created.</li> <li>Staff encouraged to maintain social distancing wherever possible.</li> <li>Staff to adhere to social distancing on pick ups and drop offs and in communal areas (not with children).</li> </ul>	Management All staff	Weekly and in line with Government guideline updates
Toileting	Medium	<ul style="list-style-type: none"> <li>One child to use the toilet at a time</li> <li>Staff to escort children to toilet entrance but to remain 2 meters away (stand by closed door to maintain privacy)</li> <li>Staff to use antibacterial spray/wipes to wipe down toilet seats, flush handle, sinks, taps and door handles following each use</li> <li>Children and staff to wash hands with soap for a minimum of 20 seconds regularly</li> <li>PPE to be worn when helping children use the toileting facilities or dealing with other toileting issues.</li> </ul>	Management All staff	Weekly
Food and Meal Times	Low	<ul style="list-style-type: none"> <li>Designated food area.</li> </ul>	Management All staff	Weekly

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		<ul style="list-style-type: none"> <li>• One member of staff in the kitchen only at any one time</li> <li>• PPE to be worn</li> <li>• Face coverings to be worn by staff when preparing/serving food including cooking activities.</li> <li>• Breakfast and snack to be provided as normal procedure</li> <li>• All children will be asked to bring a packed lunch in, clearly labelled with their name</li> <li>• Stringent handwashing to be carried out before all meal times by staff and children</li> <li>• Disposable plates, cups and cutlery to be used during snack times</li> <li>• Waste to be disposed off appropriately-double bagged and taken out of the building and stored in the designated waste area outdoors</li> </ul>		
First Aid Administration	High	<ul style="list-style-type: none"> <li>• Staff to assess the seriousness of injuries and determine what level of intervention is required and seek advice from management if required</li> <li>• If the child is able to administer a cold compress themselves, they will be encouraged to with the support from staff</li> <li>• If physical intervention is required, staff are to wear PPE including aprons, gloves and a face covering</li> <li>• PPE and any waste following administering of first aid is to be disposed off appropriately immediately after use-double bagged and taken to outdoor waste area</li> </ul>	Management All Staff	Daily-dynamic risk assessments to be undertaken if necessary whilst dealing with First Aid incident

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		<ul style="list-style-type: none"> <li>• Accident forms are to be completed as per usual procedure</li> <li>• Designated First Aid area to be thoroughly disinfected following treatment</li> </ul>		
Assisting changing of soiled clothes	High	<ul style="list-style-type: none"> <li>• Staff to encourage and support child changing themselves if possible</li> <li>• If independent changing is not possible, staff are to wear PPE including gloves, apron and face covering</li> <li>• All soiled items are to be double bagged and removed from the hall-to be kept with the individual's items in a bag</li> <li>• PPE is to be disposed of immediately following above procedure</li> <li>• Area of changing to be thoroughly disinfected following changing</li> <li>• Stringent handwashing routine to be carried out</li> </ul>	Management All staff	Daily-dynamic risk assessments to be undertaken if necessary whilst assisting changing
Environment and other building users	Medium	<ul style="list-style-type: none"> <li>• Increased disinfecting and cleaning of the communal spaces-staff to begin work early to clean, cleaning to be undertaken regularly throughout the session.</li> </ul>	Management All staff	Weekly-and following updates with any changes from the Church committee
Activities on offer	Low	<ul style="list-style-type: none"> <li>• Designated play spaces with staff supervising each play station</li> <li>• Children to wash hands before and after messy play e.g water and sand play.</li> <li>• Cooking activities to be carried out with individual portions, labelled with the child's name.</li> <li>• Activities to be carried out outside wherever possible.</li> </ul>	Management All staff	As and when necessary

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Emergency Procedures	Low	<ul style="list-style-type: none"> <li>• Emergency policies and procedures are to be practiced by staff ahead of reopening, and then once the service resumes operations, all procedures are to be talked through with the children in attendance</li> <li>• Management and staff to use own judgement and once the hall has been evacuated, to encourage social distancing whilst registers are undertaken</li> <li>• Management to review emergency procedures and update the team and children if any amendments need to be made</li> </ul>	Management All staff	On reopening of the service and then as and when necessary
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**Risk Assessment completed by: Harriett Franklin-Pugh    Signed: *H Franklin-Pugh*    Date: 14.07.2020**

**Risk Assessment updated by: Harriett Franklin-Pugh    Signed: *H Franklin-Pugh*    Date: 18.03.2021**

**Risk Assessment updated by: Harriett Franklin-Pugh    Signed: *H Franklin-Pugh*    Date: 18.08.2021**

**Risk Assessment updated by: Laura Williams    Signed: Mrs L D Williams    Date: 09/09/2021**

**Risk Assessment updated by: Laura Williams    Signed: Mrs L D Williams    Date: 6.1.22**