

Coronavirus Risk Assessment for Toddlers at Binscombe Church

Setting: Toddlers (0-3s and an adult) meeting at Barnes Road	Assessor's name: Sarah Hunt / Sarah Shelley	Date completed: 20 th April 2021	Review date: 1 st June 2021
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Based on Government guidelines and Early Years Alliance guidelines, Spring 2021 <https://www.eyalliance.org.uk/baby-and-toddler-groups-guide-reopening-2021>

Risk:	Coronavirus entering the premises and potentially infecting users of the building, through airborne transmission (particularly by children who are less able to social distance)
Persons at risk	All attendees

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend.		SH/SS	
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.		SH/SS	
3. Leaders, parents/carers and children to use hand sanitiser on entry to the building and children supervised in doing this correctly.		Leaders	
4. Social distancing measures to be maintained by adults at all times, and where possible by children (recognising that this is not always possible with Toddlers) including arrival and departure at the venue.		Parents Leaders	
5. All adults to wear face masks, unless speaking from the front, or exempt from wearing them.		Parents Leaders	
6. "Pods" for each household spaced out 2 metres in the main hall.		Leaders	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
7. 2 metre queuing outside the building		Leaders	Leader outside welcoming
8. One way system in the building <ul style="list-style-type: none"> - entrance, buggy park, registration in Lounge. - enter hall through the office (near photocopier!) - access to toilets through main glass doors (having used ladies' toilet, one way back through the lower hall; having used baby change/men's toilets, one way back through the lounge/office. - Collecting buggies at the end: enter through side door, and exit through main doors 		Leaders	
9. Advise parents/carers of current government guidelines regarding mingling outside during session and after the session (ie. rule of 6, 2 households etc)		SH/SS Leaders	Mention in notices
10. Ensuring good ventilation – windows all opened before the session and, where possible and safe, doors to be left open too		Leaders	
11. Only the leader will sing. Parents/carers and toddlers encouraged to do the actions!		SH	
12. Limiting number of carers to 13 (children under 5 and leaders without children do not count in this number)		SH/SS	Sign up on Google forms
13. Parents/carers will fill in a registration form on their first visit in 2021. For each subsequent session they will register with a leader as they arrive and will be asked about "test and trace". Parents/carers will be encouraged to scan the NHS QR code at the entrance.		CT Leaders	
14. Leaders to maintain good personal hygiene with frequent handwashing/anti bac .		Leaders	
15. Tissues and bins available in each room.		Leaders	Rubbish to be removed at the end of the session

Control Measures	Control in place (Y/N)	Person Responsible	Comments
16. Hand sanitiser available in each room.		Leaders	

Risk:	Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)
Persons at risk	All attendees

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to contain children)		Leaders	
2. Cleaning of surfaces likely to be touched regularly with appropriate sanitiser wipes, including those at child height, both before and after sessions.		Leaders	
3. No serving of drinks; families encouraged to bring their own drinks. We provide a wrapped snack for children and adults which will be in their craft bag.		Leaders	
4. Limit shared equipment (outside of households). Each pod to have own toys available in their pod. If doing a craft activity, each child to have their own set of resources/equipment.		Leaders	
5. If fine weather, we can use ride on toys in car park. 2 leaders to have anti-bac wipes available so that toys can be wiped down between children if needed. Parents/carers to take bags etc with them outside		Leaders	Cordon off car park. One way system applies to exit and enter the building
6. Use of furniture such as tables/chairs to be kept to a minimum and wiped down afterwards.		Leaders	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
7. Access to kitchen restricted.		Leaders	Can be accessed in an emergency (eg for First Aid kit).

Risk:	Transmission of Coronavirus to an individual via toilet facilities
Persons at risk	All attendees who use the toilet

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. One household to be in each toilet area at a time.		Leaders	Leader in foyer area
2. People waiting to use the toilet should wait in the foyer, socially distanced.		Leaders	
3. Anti-bac wipes and gel available in each toilet area; notices up to encourage people to wipe down touch points .		Leaders	

Review/Revision Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes

Staff Member Name (Print)	Signature	Date
Vikki Davis		
Sarah Hunt		
Jenny Hitchcock		
Sarah Shelley		
Calma Stewart		
Catherine Willgoss		