**DAZZLE Workshops**

**Minchinhampton Youth Centre-October Holiday Club 2020**

**Risk Assessment**

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| **Subject of risk assessment:**  | **Location:** |
| Half Term Holiday Club for 5-11 year oldsChildren will be involved in activities including sport, yoga, dance, drama and craft. Extra measures to reduce transmission risk and ensure the health, safety and well being of the children, staff and parents. | Minchinhampton Youth Centre |
| **Person(s) completing the risk assessment:**  | **Date of assessment:**  | **Covered by this assessment:** | **Date for review:**  |
| Sarah Davis-Berry and Anita Shepherd | June 17th 2020 | Children, staff and parents | January 2021 |

| **Hazards identified** | **Who might be harmed and how?** | **Existing controls** | **Likelihood** | **Severity** | **Risk Rating** | **Recommendations** |
| --- | --- | --- | --- | --- | --- | --- |
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| Dazzle staff arriving before the children | Spread of Covid-19 Coronavirus | * Team to wash hands upon arrival
* Personal items to be stored on named chair within kitchen area
* Bring individual drinks bottle
* Staff to be trained in Reducing Covid-19 in advance of the workshops
* Sarah Davis-Berry trained in ‘Reducing Covid-19 Infection for Children’s Activity Providers’
 | 1 | 5 | 5 |  |
| Setting up of the centre  | Spread of Covid-19 Coronavirus | * Rearrange the furniture to prevent bottlenecks and allow free passage
* 200 sports markers to encourage social distancing in the hall
* Tables and chairs for craft activities to be socially distanced
* Only Dazzle team permitted in the kitchen area
 | 1 | 5 | 5 |  |
| Taking bookings | Spread of Covid-19 Coronavirus | * On-line contactless bookings and payment
* Parental on-line agreement
* Weekly block bookings only to ensure a bubble style format
* Maximum of 15 children to attend as per current govt regulations, with a ratio of 1:5
 | 1 | 1 | 1 |  |
| Car park  | Risk to children, siblings, parents and staff being hit by a vehicle. | * Parents are responsible for the children’s safety
* Immediate spaces outside the centre to be coned off at the start and end of each session, to ensure enough safe space for social distancing when queuing to register
 | 1 | 2 | 2 | Parents to be made aware of risks when dropping off and collecting their children  |
| Slips, trips or falls outside the hall entrance | Risk of injury to Dazzle staff, children or their parents/carers by slips, trips or falls caused by uneven and/or wet surfaces, and leaves and/or mud. | * Parents are responsible for the children’s safety
* Queueing on ledge
* Ensure the steps are clear in advance
 | 1 | 2 | 2 | Member of the Dazzle team to be outside assisting the children |
| Drop off and registering | Spread of Covid-19 Coronavirus | * Markings on path outside entrance to maintain and highlight social distancing
* Parents to not access the building to minimise the spread of infection
* On-line contactless bookings and payment
* Signed declaration on-line of following govt guidelines
* Named medical items such as inhalers to be handed to a member of staff
* When the children have arrived and grouped together a reminder of the importance of social distancing, hand washing, equipment and the adapted format of the Holiday Club.
 | 1 | 5 | 5 | Check  |
| Main hall doors | Risk to parents and children trapping fingers in door. Spread of Covid-19 Coronavirus | * Ensure door is held open or kept in place by appropriate weight or hook.
* Ensure all doors, handles and door plates are sanitised after children have all arrived
 | 1 | 5 | 5 |  |
| Children’s personal items  | Spread of Covid-19 Coronavirus or loss of belongings  | * Named chair supplied for all items such as sun cream, wellington boots, lunch, books and coats
* Chairs will be distanced 2 metres apart
* Personal items to be named
 | 1 | 5 | 5 |  |
| Craft resources including scissors, paint, glue, felt pens, crayons and paper | Risk of children cutting themselves, ingesting pen ink, glue or paint. Spread of Covid-19 Coronavirus | * Children will have their own individual craft items which will be washed at the end of each week
* Scissors will be safety scissors only and stored points down in a tub.
* Felt pens will be non toxic
* Children must be supervised by Dazzle staff at all times
 | 1 | 5 | 5 | Resources to be checked at beginning and end of day. |
| Sports and games equipment | Spread of Covid-19 Coronavirus | * Ensure each child has their own named equipment during a day. Gym mats, hockey sticks, hula hoops, basketballs etc
* Ensure these items are washed by the Dazzle team, wearing PPE, at the end of every day.
 | 1 | 5 | 5 |  |
| Slips, trips or falls inside the hall. | Risk of injury to Dazzle staff or children caused by slips, trips or falls during physical activity.Steps, rails, cupboards, slippy hall floor. | * Dazzle staff to draw attention to higher areas such as the stages and rails at beginning of each session, particularly when a new child joins the group.
* When the staging is erected for performance purposes children will be instructed to not climb on or jump off the stage unless supervised.
* Children must be supervised by Dazzle staff at all times.
* Dazzle staff and children must wear suitable footwear at all times.
* Dazzle staff to keep corridors and passageways clear of obstructions. Any cables to be located away from pedestrian areas and secured in place.
* Dazzle staff to carry out daily visual inspection as part of opening up the centre and address any hazards before allowing access. Dazzle staff monitor throughout the day and act accordingly.
* Ensure children do not enter the sports cupboard at the back of the hall unless supervised by a member of the Dazzle team.
 | 2 | 2 | 4 | Ensure all of Dazzle team are aware of the location of the first aid equipment and first aider on duty. |
| Toilet breaks | Spread of Covid-19 Coronavirus | * Children have their own named bowl with individual soap and washable towel which they take in during toilet breaks
* Maximum of two children permitted in the toilet area
* A member of the Dazzle team will attend every toilet break ensuring hand washing and regular cleaning of the toilets
* Sanitising hand wash available in each toilet block
 | 1 | 5 | 5 |  |
| Fire | Injury or fatality to any persons in the building in the event of a fire. | * Ensure children are aware of meeting point in case of a fire emergency, at the start of each day.
* Only Dazzle team permitted in the kitchen area
 | 1 | 5 | 5 | Become familiar with Dazzles and Youth centres emergency procedures and fire exits. |
| Electrical equipment | Risk of electrocution to children or staff | * Dazzle staff to draw attention to plugs and electrical equipment at beginning of each session particularly when a new child joins the group.
* Only Dazzle team permitted in the kitchen area
* Children must be supervised by Dazzle staff at all times.
 | 1 | 5 | 5 |  |
| Burning | Risk of burning to Dazzle staff or children | * Only Dazzle team permitted in the kitchen area
* Ensure First Aid equipment includes correct treatments for burns
* No flames or open fires
* Children must be supervised by Dazzle staff at all times.
 | 1 | 5 | 5 |  |
| Animal, insect bites, stingsand nettles/thistles. | Bites or stings(potentially leading to ill-health) to Dazzle staff or children coming into contact with insects (e.g. bees, wasps) if outdoors. | * Children must be supervised by Dazzle staff at all times.
* If a tick is found on a person and they cannot properly remove it themselves (adults) or by Dazzle staff (children) to seek medical advice
* Ensure Dazzle First Aid Kit available at all times.
* Advice given to seek medical advice if symptoms persist.
 | 1 | 2 | 2 |  |
| Security | Risk of children deliberately or accidently leaving the group or forcibly leaving the group by a third person. | * Ensure a register is completed at the start of each session before and after lunch.
* Children are instructed to stay within the centre.
* Children are instructed to stay with the team leader when in smaller groups.
* Ensure the main hall doors and fire doors in hall and corridor are locked at all times
* Ensure children are collected by an allocated parent/carer at the end of each session.
* Ensure all Dazzle staff have Enhanced DBS
 | 1 | 5 | 5 |  |
| Astro Turf | Risk of injury to Dazzle staff or children caused by slips, trips or falls during physical activity.Steps, rails, cupboards, slippy hall floor. Safeguarding issues with other users.Spread of Covid-19 Coronavirus | * Astro turf to be checked for dangerous items, slippy conditions and safety of equipment before every outdoor session
* Ensure two members of the Dazzle team are present at all times with children on the astro turf
* Children to be instructed not to touch anything around the centre and grounds or Astro Turf.
* Ensure a separate first aid kit is taken out during the sports session
* Ensure the astro turf is reserved by Dazzle for set times during the Holiday Club so no other users will have access.
* Ensure games are played within the social distancing guidelines and individual sports equipment is used
 | 1 | 5 | 5 | Check the Astro Turf and green areas for hazardous items before each session.Put up signs to notify the public when the Astro Turf is booked by Dazzle |
| Food consumption | Ill-health to children due to food allergies. Children may bring in snacks.Spread of Covid-19 Coronavirus | * When booking on-line parents/carers must inform Dazzle staff of any food allergies including nuts
* Ensure children are aware of the ‘no sharing’ policy.
* Hand Wash is available in both toilet blocks.
 | 1 | 3 | 3 |  |
| First Aid provision | Injuries or illness to children or Dazzle staff.  | * Ensure two members of the Dazzle team are trained to Ofsted registered paediatric first aid
* All other Dazzle staff to have paediatric first aid training.
* All first aid certificates available for parents to view
* Ensure Dazzle has correct information regarding any medical or health issues.
* Ensure Dazzle has an up to date first aid kit at all times.
* Landline telephone is available in the youth centre office for emergency calls
* PPE is to be used during first aid treatment
 | 3 | 2 | 6 | First Aid kit to be checked at the end of each day.Ensure adequate supply of gloves  |
| Cleaning  | Spread of Covid-19 Coronavirus | * Thorough venue cleaning at the end of every day with anti-bacterial spray with a focus on touch point areas such as rails, doors, tables, light switches, toilets, door handles, sofas and kitchen area.
* All individual equipment used such as sports items, to be washed at the end of each day wearing PPE.
* Ensure a check list is completed
* Empty rubbish bins daily and recycling/compost bins at the end of each week
* Thorough cleaning of the centre also on Sundays by the Youth Centre Management
 | 1 | 5 | 5 |  |
| Symptoms of Covid-19 at Dazzle | Spread of Covid-19 Coronavirus | * If anyone becomes unwell with a new continuous cough or a high temperature at Dazzle they will be sent home and advised to follow the stay at home guidance. If advised that a member of staff or child has developed Covid-19 and were recently on the premises, the club leader will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any precautions which should be taken.
 | 1 | 5 | 5 |  |
| Procedure for cancellation in case of Covid-19 infection |  | * Parents to be notified with immediate effect
* Dazzle events to be cancelled for 7 days
* Dazzle to advise self-isolation in accordance with government guidelines and team Covid-19 testing
 |  |  |  | N/A |

RISK MATRIX

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| --- | --- | --- |
|  |  | **LIKELIHOOD** |
|  |  | Improbable | Remote | Possible | Probable | Certain |
|  |  | 1 | 2 | 3 | 4 | 5 |
| **SEVERITY** | Insignificant | 1 | 1 | 2 | 3 | 4 | 5 |
| Minor | 2 | 2 | 4 | 6 | 8 | 10 |
| Moderate | 3 | 3 | 6 | 9 | 12 | 15 |
| Major | 4 | 4 | 8 | 12 | 16 | 20 |
| Fatal | 5 | 5 | 10 | 15 | 20 | 25 |

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| **RISK EVALUATION** |
| **Colour** | **Score** | **Risk Rating** |
| Green | 1 – 4 | Low risk – work can continue with existing controls |
| Yellow | 5 – 9 | Medium risk – existing controls may require review or additional controls implemented to further reduce the risk, if reasonably practicable to do so. |
| Red | 10 – 16 | High risk – implement further controls as a matter of priority |
| Purple | 20-25 | Intolerable risk – immediate danger – cease work until further controls can be added |