

<b>Task / Activity</b> <i>Describe what activity this assessment covers</i>	<b>Coronavirus (COVID-19) Risk Assessment for Extratime Settings</b>		
<b>Workplace</b> <i>Describe where this activity takes place</i>	Herons Dale School Hill Park School (Lower Site & Upper Site) Woodingdean Youth Centre Downs View School Portslade Village Centre <i>NB: Portslade Village Centre is managed by Extratime</i>		
<b>Date</b>	10/02/2022	<b>Review Date</b>	Ongoing and when government guidance changes
<b>Assessor</b>	Rebecca Jenkins HR & Operations Lead	<b>Signature</b>	
<b>Staff involved in assessment</b>	Sam Price	<b>Version</b>	2

Likelihood		Severity
Almost Impossible	1	Insignificant (minor injury, no time off)
Unlikely	2	Minor (non-permanent injury, up to 3 days off)
Possible	3	Moderate (injury causing more than 3 days off)
Likely	4	Major Injury
Almost Certain	5	Catastrophic (death/s)
<b>Risk rating</b> Likelihood X Severity		
<b>Low =1-8</b>		<b>Moderate = 9-15</b>
<b>High = 16-25</b>		

Description of Hazard	Consequence of Hazard	Persons at Risk	Pre Controls Risk Rating			Current Control Measures	With Controls Risk Rating		
			L	S	R		L	S	R
1 Spread of COVID-19 through Extratime settings, users and wider community	<ul style="list-style-type: none"> <li>Serious illness or death</li> <li>Further spread of infection</li> <li>Broader impact on schools and Extratime capacity to run</li> <li>Impact on NHS and other public services</li> </ul>	<ul style="list-style-type: none"> <li>CYP</li> <li>Staff</li> <li>Parent Carers</li> <li>Other venue users</li> <li>Wider community</li> </ul>	5	3	15	Throughout the coronavirus (COVID-19) pandemic Extratime is carefully following Government guidance and local authority advice. This provides the baseline 'System of Control' measures in place to reduce the risk of infection and transmission.  <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a>	3	3	9

<https://www.gov.uk/government/publications/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings/covid-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings>

[Brighton & Hove City Council Guidance](#)

National restrictions changed in August 2021 so that people who meet the government definition of being fully vaccinated, who are unable to be vaccinated for medical reasons or who are aged under 18 years and 6 months are not required to self-isolate if they have had close contact with someone with COVID-19.

This risk assessment reflects the ongoing likelihood of COVID-19 spreading through the Extratime community of staff and families as restrictions have lifted. It also recognises the positive impact of vaccinations and boosters which reduce the severity of the virus for most people, including Extratime staff.

Extratime works closely with schools, Local Authorities and other partners to ensure that health and safety measures to minimise the risk of COVID-19 infection/transmission are robust, regularly reviewed and updated in line with the latest guidance and or insight.

**High Vigilance of COVID-19 Symptoms**

- High 'COVID-19 symptoms' awareness and vigilance within staff teams. Anyone showing symptoms at an Extratime setting must be isolated and sent home. See (2) below for managing a suspected case of COVID-19.
- No one can attend sessions or enter venues if they feel unwell or are displaying COVID-19 symptoms.
- Staff/parent carers/CYP will be instructed to stay away and follow government advice if they have suspected or confirmed COVID-19 symptoms:
  - a high temperature – this means they feel hot to touch on their chest or back or have a temperature above 37.8 degrees Celsius

					<ul style="list-style-type: none"> <li>➤ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>➤ a loss of, or change in, normal sense of taste or smell (anosmia)</li> <li>• There is also evidence that gastrointestinal symptoms (sickness and diarrhoea), a sore throat and cold symptoms are also linked to COVID-19 infection, so people with these symptoms may also be isolated, asked to take a LFD test and/or asked to go home.</li> <li>• In the event of either a suspected (showing symptoms/ awaiting test results) or confirmed case (positive LFD or PCR test result) of COVID-19, Extratime must be informed and will follow up with staff and families as soon as possible (same day).</li> </ul> <p><b>COVID-19 Vaccinations</b></p> <ul style="list-style-type: none"> <li>• All Extratime staff are strongly encouraged to have COVID-19 vaccinations and boosters. This reduces risk of infection and the risk of transmitting the virus to others.</li> <li>• Whilst this isn't mandatory, we understand the majority of staff have had both vaccinations.</li> <li>• All team members have been strongly encouraged to receive booster jabs as soon as they are eligible.</li> </ul> <p><b>Home LFD Tests</b></p> <ul style="list-style-type: none"> <li>• All Extratime staff are strongly recommended to use Lateral Flow Device (LFD) home testing kits to test themselves for COVID twice as week as per national guidance. This is to help protect themselves, their household, colleagues and children/young people at Extratime. These are free and available at pharmacies and test sites or can be ordered online: <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a>.</li> <li>• Extratime must immediately be informed of any positive or inconclusive LFD test results.</li> </ul>	
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					<p><b>Track and Trace</b></p> <ul style="list-style-type: none"> <li>• All staff and CYP must be signed in and out when attending Extratime settings. These records will be kept as per our normal process and can be used for Track and Trace purposes if required.</li> <li>• Staff and CYP will be signed in by the Venue Lead or a designated member of staff.</li> </ul> <p><b>Strict Hygiene Measures</b></p> <p>When at Extratime settings staff will:</p> <ul style="list-style-type: none"> <li>• Wash their hands with soap for at least 20 seconds on arrival</li> <li>• Wash their hands and/or use hand sanitiser at least hourly and: before and after eating and handling food, providing personal care, using bathroom, providing toilet / changing support, if there is a risk of bodily fluids transmission.</li> <li>• Support CYP with good hygiene, including hand washing on arrival and throughout the session. Hand sanitiser/antibac wipes are available if CYP are unable to wash hands.</li> <li>• Wear long hair tied back and remove jewellery.</li> <li>• Use good respiratory hygiene, promoting the 'catch it, bin it, kill it' approach.</li> <li>• Read and follow posters/directions displayed around venues.</li> <li>• Wear PPE properly and as directed below.</li> </ul> <p><b>PPE</b></p> <p>Full PPE (fresh gloves, apron, disposable face mask and goggles/visor) must be worn when staff are supporting a CYP showing suspected COVID-19 symptoms.</p> <p>The PPE protocols below are to be followed throughout each session at all settings:</p> <ul style="list-style-type: none"> <li>• Surgical Type II face masks: Unless exempt under government rules, all staff are to wear surgical face masks at all times when inside, except when eating/drinking. All staff must read and familiarise themselves with <u>Guidance</u></li> </ul>	
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					<p><u><i>on the Use of Face Coverings/Masks at Extratime</i></u> for more detailed information. A copy of this will be sent to all staff.</p> <ul style="list-style-type: none"> <li>• Gloves to be worn/changed: before and after eating and handling food, providing personal care, using bathroom, providing toilet/changing support, if there is a risk of bodily fluids transmission (e.g. dribbling), and when cleaning.</li> <li>• Aprons to be used: before and after eating and handling food, personal care, providing toilet/changing support, working with children where bodily fluids present (e.g. dribbling etc), cleaning.</li> <li>• Staff can also choose to wear PPE, including gloves and/or visors/goggles at other times.</li> </ul> <p><b>Social Distancing Measures</b></p> <ul style="list-style-type: none"> <li>• We do not expect children and young people with SEND to understand or follow social distancing with each other or staff. Other COVID-secure measures are in place to reduce risk of transmission.</li> <li>• Unless unavoidable (e.g. when providing personal care) adults will socially distance from other adults (Extratime staff, school staff, parent carers etc) by staying 2 metres apart or '1 metre with mitigation'. Mitigation includes: <ul style="list-style-type: none"> <li>➤ Considering whether an activity involving two or more adults needs to continue</li> <li>➤ Keeping the activity time involved as short as possible</li> <li>➤ Using PPE</li> <li>➤ Using back-to-back or side-to-side working when working with other adults</li> <li>➤ Reducing the number of adults each person has contact with where possible.</li> </ul> </li> <li>• Adapted arrival and departure arrangements are in place for each setting.</li> <li>• Visitors, contactors etc onsite during Extratime sessions will be kept to a minimum and only when pre-arranged. Parent carers are not permitted in venue buildings unless unavoidable, in which case they must wear a face mask/face covering.</li> </ul>	
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					<p><b>Use of Space</b></p> <ul style="list-style-type: none"> <li>• Staff and CYP will use outside space as much as possible, using all available space to minimise contact and keeping CYP/staff physically distanced.</li> <li>• When inside, staff and CYP will use all available space to minimise contact and keep CYP/staff physically distanced.</li> <li>• Ventilation will be increased by opening windows and doors where safe and possible. In colder weather windows should be opened enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> <li>➤ Opening high level windows in preference to low level to reduce draughts</li> <li>➤ Increasing the ventilation while spaces are unoccupied</li> <li>➤ Re-arranging furniture where possible to avoid direct draughts</li> <li>➤ Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.</li> </ul> </li> <li>• Venues have decreased the amount of furniture, equipment and toys to avoid congestion around the buildings.</li> <li>• Venues have social distancing markers and signage around the buildings.</li> <li>• Parent Carers are given guidance and information on dropping off/collecting CYP, including not entering the building. Handovers between staff and Parent Carers will be socially distanced.</li> <li>• Visitors in venues will be limited when Extratime is running.</li> <li>• High touch areas will be cleaned by staff throughout the session. Additional cleaning will be completed during the session. Individual arrangements are set out in setting-specific checklists, which must be signed by staff to confirm cleaning has taken place.</li> </ul>	
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- Venues will be cleaned after every session, either by contract cleaners or the staff team.
- In case of emergency it is important to prioritise safety: In the event of fire, accident or incident staff do not have to stay 2 metres apart if it would be unsafe to do so.

#### **Outside Space**

- All the above guidance also applies when using the outside space.
- Play/outside equipment will be cleaned by staff after being used by a child/young person and at the end of the session.
- High touch areas will be cleaned during the session. Individual arrangements are set out in setting-specific checklists, which must be signed by staff to confirm cleaning has taken place.

#### **Toilets**

- One in/one out policy for staff and those CYP who are able to go to the toilet independently.
- CYP who need support with personal care will continue to be supported by two staff members. Staff members to minimise the risk of transmission by:
  - Being 'bare below the elbow' as much as possible, e.g. rolling long sleeves to the elbow.
  - Washing hands/wrists/forearms before/after supporting CYP.
  - Wearing PPE.
  - Maintaining physical distance as much as possible.
- Hand sanitiser will be available at all toilets.
- Where possible/appropriate, ventilation will be increased by fixing doors open.
- Areas touched by staff/CYP cleaned after each use (taps, flush handle, toilet seat, soap dispenser etc); appropriate cleaning products available for staff members in venues.
- Toilets will be cleaned as part of the venue-wide clean during the session. Individual arrangements are set out in setting-specific checklists, which must be signed by staff to confirm cleaning has taken place.

							<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Cookery and food preparation will be in line with the 'Cooking &amp; Food Handling in Settings' risk assessment.</li> <li>• External workshops providers will be expected to carefully follow Extratime's working practices.</li> <li>• Outside activities will be encouraged at all times.</li> <li>• When indoors, the space will be used to minimise contact and maintain physical distancing.</li> <li>• Where appropriate, and at the Venue Lead's discretion, individual sensory activity packs will be provided to replace shared materials/consumables, e.g. water/sand play, arts and crafts.</li> <li>• Families are asked not to bring toys or other items from home, unless this is essential to the CYP's health and well-being. Where items are brought, staff must clean them before and after use.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Venues will be cleaned after every session, either by contract cleaners or the staff team.</li> <li>• Additional cleaning of high-touch surfaces/areas, including staff and toilet areas, will be completed during the session. Individual arrangements are set out in setting-specific checklists, which must be signed by staff to confirm cleaning has taken place.</li> <li>• Toys/materials/equipment (inside and outside) will be cleaned by staff after each child/young person uses them and by staff at the end of the session.</li> <li>• Staff team to clean shared staff resources used each day, e.g. folders, phones, PCs.</li> <li>• COSHH regulations and arrangements apply. COSHH documents are at each setting, key Extratime staff have received training.</li> <li>• Appropriate cleaning products are available for staff members in venues.</li> <li>• In order to be effective it is vital that cleaning materials and tools (e.g. foggers) are used as directed on the product instructions, e.g. cleaning product left on surfaces for the specified time before wiping off.</li> </ul>			
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					<p><b>Waste Management</b></p> <ul style="list-style-type: none"> <li>• Hygiene bins are in place and regularly replaced by contractors/school caretakers at venues.</li> <li>• Additional waste bins are located around each venue.</li> <li>• Any potentially COVID-19 contaminated waste (PPE/tissues/disposable cloths) used/worn by the person or others supporting them must be carefully disposed of as outlined in <i>Managing a Suspected or Confirmed Case of COVID-19 at Extratime</i> and advised in the Government's guidance: <a href="#">Cleaning in non-healthcare settings outside the home</a></li> </ul> <p><b>Staff Training &amp; Communication</b></p> <ul style="list-style-type: none"> <li>• Staff will be advised of the measures and working practices contained in this risk assessment ahead of working at Extratime settings.</li> <li>• Staff will be provided with a Staff Guidance document that sets out COVID-secure working practices and safety measures for reducing the risk of COVID-19 transmission.</li> <li>• Staff will be asked to confirm they have read and understood the document above and are clear on the actions they must follow in order to keep everyone safe.</li> <li>• Daily briefing/debrief meetings will be used to highlight and remind staff of COVID-secure measures and their role in keeping everyone safe.</li> <li>• Staff teams have been instructed to report/share any concerns and encouraged to make suggestions regarding COVID-secure measures and working practices.</li> <li>• Staff teams will be updated on any changes to the measures and working practices contained in this risk assessment and/or setting-specific Staff Guidance documents.</li> </ul> <p><b>Parent Carer Communication</b></p> <ul style="list-style-type: none"> <li>• Parent Carers are advised of the measures we are taking to keep everyone safe and actions they must follow to support these.</li> </ul>	
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2	Suspected or confirmed case of COVID-19 at Extratime	<ul style="list-style-type: none"> <li>• Serious illness or death</li> <li>• Further spread of infection</li> <li>• Broader impact on other CYP/staff/the wider school and local community</li> </ul>	<ul style="list-style-type: none"> <li>• CYP</li> <li>• Staff</li> <li>• Parent Carers</li> <li>• Other venue users</li> <li>• Wider community</li> </ul>	4	3	12	<p><b>All of the above plus:</b></p> <ul style="list-style-type: none"> <li>• <b><u>Managing a Suspected or Confirmed Case of COVID-19 at Extratime</u></b>, which sets out steps for: <ol style="list-style-type: none"> <li>1. Isolating the individual</li> <li>2. Advice for symptomatic individual/Parent Carer (isolation and testing)</li> <li>3. Hygiene and cleaning</li> <li>4. Actions following LFD/PCR test results</li> <li>5. Managing a confirmed case</li> </ol> </li> <li>• <b><u>Managing Close Contacts of Confirmed Cases at Extratime</u></b></li> </ul> <p><b>1. Isolating individual within the setting</b></p> <ul style="list-style-type: none"> <li>• Where possible, <b>move the individual to a comfortable place, preferably outside</b>. If this is not appropriate use the isolation area identified at the venue and open windows for ventilation. Individual venue arrangements are set out in Staff Guidance documents and <u>Managing a Suspected or Confirmed Case of COVID-19 at Extratime</u>.</li> <li>• If it is not possible to isolate them, move them to an area (preferably well ventilated) which is at least 2 metres away from other people.</li> <li>• If possible, the individual should be left alone and given a disposable face mask to put on.</li> <li>• <b>Staff supporting the individual should put on fresh PPE as soon as possible (apron, gloves, disposable face mask, visor/goggles).</b></li> <li>• Staff must inform the Venue Lead or Deputy of the situation immediately.</li> <li>• The Venue Lead, Deputy or a designated staff member will contact a member of Extratime management team as soon as possible once the person has been isolated (Office 01273 420580 or Rebecca Jenkins on 07922 423313). Extratime will follow appropriate PHE advice on outbreak management and reporting. This may include contacting the local Public Health England Health Protection Team (PHE HPT) for guidance.</li> <li>• <b>Arrangements must be made for the person to leave the premises as soon as possible.</b> Either the child/young</li> </ul>	3	3	9
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					<p>person’s Parent Carer should collect them or the staff member should make their own way home, using their own phone to contact a household member to collect them.</p> <ul style="list-style-type: none"> <li>• If the person needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must then be marked out of order until it has been properly cleaned and disinfected by the venue’s contract cleaners.</li> <li>• If clinical advice is needed, the individual/staff should go online to NHS 111 (or call 111 if they don’t have internet access). In an emergency, call 999 if the individual is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• <b>Anyone who has had contact with the symptomatic person must take extra care when removing/disposing of PPE and wash their hands thoroughly for 20 seconds.</b></li> </ul> <p><b>2. Actions &amp; information for the symptomatic individual/ their parent carer</b></p> <p><b>Before they leave the venue,</b> tell the individual/their parent carer:</p> <ul style="list-style-type: none"> <li>• They must <b>make arrangements for a COVID-19 PCR test</b> as soon as they get home (online via <a href="http://www.gov.uk/get-coronavirus-test">www.gov.uk/get-coronavirus-test</a> or phone 119).</li> <li>• Encourage the individual/parent carer to <b>alert the people the symptomatic person has had close contact with</b> in the ‘infectious period’. This is 2 days before symptoms appeared and up to 10 days after, if the individual has not been self-isolating. Close contacts at this stage do not need to self-isolate unless requested to do so by NHS Test and Trace or a public health professional, but they should: <ul style="list-style-type: none"> <li>➤ Take daily home LFD tests for the 7 days following contact, or until 10 days since they last had contact with the person if this is earlier</li> <li>➤ Avoid contact with people at high increased risk of severe illness from COVID-19, such as people with pre-existing medical conditions</li> </ul> </li> </ul>	
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					<ul style="list-style-type: none"> <li>➤ Take extra care in practising social distancing and good hygiene</li> <li>➤ Watch out for symptoms and self-isolate if they also show signs of COVID-19</li> <li>• Explain that Extratime may notify staff and parent carers of children/young people the symptomatic person has had close contact with at Extratime in the infectious period.</li> <li>• Until the PCR test result is known, the <b>individual must isolate at home.</b></li> <li>• The individual and their household should follow government guidance on isolation and testing: <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>• <b>Extratime must be notified of the test result as soon as it is received.</b></li> </ul> <p><b>3. Hygiene and Cleaning</b></p> <ul style="list-style-type: none"> <li>• <b>Any waste (PPE/tissues/disposable cloths) used/worn by the person or others supporting them must be carefully disposed of</b> as advised in the Government’s guidance: <a href="#">Covid-19-decontamination-in-non-healthcare-settings</a>.</li> <li>• Individual venue arrangements for waste disposal are set out in Staff Guidance documents and <i>Managing a Suspected or Confirmed Case of COVID-19 at Extratime</i>, which must be read in conjunction with this risk assessment.</li> <li>• <b>Any potentially contaminated surfaces in all areas used by the individual (including common/shared areas) must be cleaned (disinfected) as soon as possible.</b></li> </ul> <p><b>4. Action Following LFD/PCR Test Results</b></p> <ul style="list-style-type: none"> <li>• If the test result is <b>negative</b> the individual can stop isolating. The individual should stay at home if they still feel unwell or continue to have symptoms similar to COVID-19.</li> <li>• In the event of a <b>positive</b> test result (including tests done at home using LFD kits), the actions below will be followed.</li> </ul>	
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					<ul style="list-style-type: none"> <li>• Extratime will advise staff and parent carers of the result and action they need to take as soon as possible. In the event of an outbreak Extratime may also inform local authorities, the Department for Education and Public Health England.</li> </ul> <p><b>5. Managing a Confirmed Case of COVID-19</b></p> <ul style="list-style-type: none"> <li>• An individual who has tested <b>positive</b> for COVID-19 must isolate at home and follow the <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. The isolation period includes the day the person’s symptoms started (or the day the test was taken if there were no symptoms) and the following full 10 days.</li> <li>• Individuals may be able to end self-isolation before the end of the 10 full days. They can take an LFD test from 5 full days after the day symptoms started (or the day the test was taken if they did not have symptoms), and another LFD test on the following day. If both these test results are negative, and they do not have a high temperature, they may end self-isolation after the second negative test result.</li> <li>• The individual’s household should follow government guidance on isolation and testing: <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>• Extratime will follow the actions set out in the <a href="#">PHE Flowchart Managing Confirmed Covid Cases September 2021</a>. This sets out when the Department for Education and local Public Health Team should be informed of a COVID-19 outbreak (<a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>)</li> <li>• In the event of an outbreak, the Local Authority and/or PHE HPT will work with Extratime to assess the risk and appropriate action to be taken. They may ask Extratime to provide information to help with this, including the names, contact details and vaccination status of anyone</li> </ul>	
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					<p>who was in close contact with the individual who has tested positive.</p> <ul style="list-style-type: none"> <li>• Extratime will notify Ofsted of any confirmed cases of COVID-19 at our settings, either in children, young people or staff, and if the setting is advised to close as a result.</li> <li>• Whilst we make every effort to remain open, in the event of either a suspected (showing symptoms/awaiting test results) or confirmed case (positive test result), Extratime may decide to close the setting partially or completely to prevent the spread of infection within all settings and the wider community.</li> <li>• In these circumstances Extratime may also encourage staff and children/young people to self-isolate and/or use daily LFD tests for 7 days or until the individual confirms their COVID-19 test is negative.</li> <li>• Extratime will discuss arrangements for returning to the setting with individuals/parent carers who have tested positive for COVID-19.</li> </ul> <p><b>6. <i>Managing Close Contacts of Confirmed Cases</i></b></p> <ul style="list-style-type: none"> <li>• Refer to <u><i>Managing Close Contacts of Confirmed Cases at Extratime</i></u> for guidance.</li> <li>• Staff (regardless of vaccination status) who wear face masks will not be considered close contacts of any staff/service users who test positive at Extratime. They will still be advised to take daily LFD tests for 7 days following contact.</li> <li>• Staff who are exempt from wearing face masks will be considered close contacts of any staff/service users who test positive at Extratime and required to follow the actions below.</li> <li>• Individuals who are close contacts but who are fully vaccinated, are aged under 18 years and 6 months or who cannot be vaccinated for medical reasons no longer need to isolate. Instead they should follow government guidance to take daily home LFD tests for the 7 days following contact, or until 10 days since they last had contact with the person who tested positive for COVID-19 if this is earlier.</li> </ul>	
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					<ul style="list-style-type: none"> <li>• Individuals who are close contacts who do not meet the criteria above or who are told by NHS Test &amp; Trace to self-isolate must do so for 10 days from the day they had contact with the person who tested positive for COVID-19. Their household members will not need to self-isolate.</li> <li>• Service users who are close contacts of a positive case must not come to Extratime until they have a negative LFD or PCR test. If testing is not possible they should not come to Extratime until 10 days has passed (day 1 being the day after contact).</li> <li>• Service Users will not be considered close contacts of staff at Extratime who test positive but wear surgical face masks.</li> <li>• If a close contact begins to develop symptoms within the 10 day infectious period they should notify Extratime, book a PCR test and follow <a href="#">‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>. Their household members will also need to follow this guidance.</li> <li>• Extratime must be notified of the test results as soon as they are received: <ul style="list-style-type: none"> <li>➤ If the test is <b>negative</b>, the individual must continue to follow the steps in <a href="#">‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> <li>➤ If the test result is <b>positive</b>, the individual must isolate at home and they and their household follow the <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. The isolation period includes the day the person’s symptoms started (or the day the test was taken if there were no symptoms) and the following full 10 days. Individuals may be able to end self-isolation before the end of the 10 full days. They can take an LFD test from 5 days after the day symptoms started (or the day the test was taken if they did not have symptoms), and another LFD test on the following day. If both these test results are negative, and they do not have a high temperature, they may</li> </ul> </li> </ul>	
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							end self-isolation after the second negative test result.			
3	Shortage of PPE / cleaning products	<ul style="list-style-type: none"> <li>Spread of infection</li> <li>Serious illness or death</li> </ul>	<ul style="list-style-type: none"> <li>Children and young people</li> <li>Staff</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Adequate supplies of PPE are provided and are on site. Venue Leads will check stock levels daily and replenish supplies as needed.</li> <li>Hand sanitiser is available at each setting.</li> <li>Anti-bac wipes/spray are available for use on high touch areas and resources used by CYP and staff.</li> <li>Spare PPE is stored at Portslade Village Centre, with stock levels checked on a regular basis.</li> <li>If PPE levels become too low to operate, Extratime has discretion to temporarily close settings or cancel sessions.</li> </ul>	1	3	3
4	Staffing falls below a safe level (staff absence due to illness, positive test or isolation)	<ul style="list-style-type: none"> <li>Staff are unable to provide appropriate level of care and support for children</li> <li>Staff are unable to maintain required levels of hygiene, health and safety measures</li> <li>Individual places and/or the whole session will be cancelled</li> </ul>	<ul style="list-style-type: none"> <li>Children and young people</li> <li>Staff</li> <li>Parent carers</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>If staffing falls below a safe level, Extratime may need to cancel individual places or even the whole session that day/week. This has been explained to families and all stakeholders. To minimise this the following arrangements are in place: <ul style="list-style-type: none"> <li>➤ Unless exempt, Extratime staff wear surgical face masks at all times, reducing the risk of transmission and absence.</li> <li>➤ Each setting is staffed by Play/Youth Workers who have confirmed shifts.</li> <li>➤ Where possible at holiday schemes, cover shifts have been built into the rota.</li> <li>➤ Staff can work at more than one setting, enabling flexibility to cover absences.</li> <li>➤ Extratime's team of Bank staff will be contacted in the event of sickness absence. Bank staff can work at more than one setting.</li> <li>➤ During holiday schemes Parent Carers will be asked to remain available in case children need to be sent home during the day as staff are 'pinged' by the NHS app or told to go home to isolate by Test &amp; Trace or Extratime.</li> <li>➤ Extratime is working with local authorities to explore other ways to reduce the risk of closure due to staffing shortages / absence.</li> </ul> </li> <li>In the event of a COVID-19 outbreak, the Management team (CEO/Trustees) will follow government guidance and</li> </ul>	3	4	12

							take appropriate action to share information and close the setting if necessary.			
5	Child/young person attendance becomes too low	<ul style="list-style-type: none"> <li>Remaining children do not have the social experience</li> <li>The session becomes over staffed for the children present</li> </ul>	<ul style="list-style-type: none"> <li>Children and young people</li> <li>Staff</li> <li>Parent carers</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>As a key purpose of Extratime's services is childcare, they will continue to run for all CYP present.</li> <li>If circumstances allow and there is space we will offer places to CYP on the waitlist and/or additional sessions to CYP already attending.</li> <li>Settings and/or sessions could be temporarily closed/cancelled if necessary.</li> <li>In the event of closure, staff will be paid for shifts cancelled within 48 hours.</li> </ul>	1	1	1
6	Further Government direction	<ul style="list-style-type: none"> <li>Impact on the ability to keep settings open</li> </ul>	<ul style="list-style-type: none"> <li>Children and young people</li> <li>Staff</li> <li>Parent Carers</li> <li>Wider community</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Government guidance and local advice prioritises childcare and out of school activities for children and young people with SEND so this is unlikely.</li> <li>Extratime is responsive to government guidance updates and local authority advice.</li> <li>Extratime will continue to have clear communications with venues and schools where we run our services and work together to meet government guidance and our own policies.</li> </ul>	1	4	4
7	Other health and safety factors	<ul style="list-style-type: none"> <li>Serious illness or death</li> <li>Further spread of infection</li> <li>Broader impact on school and Extratime capacity to run</li> <li>Impact on NHS and other public services</li> </ul>	<ul style="list-style-type: none"> <li>Children and young people</li> <li>Staff</li> <li>Parent Carers</li> <li>Wider community</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Staff are trained in all aspects of Extratime's Health and Safety policy, which maintains high standards of health, safety and security across all settings.</li> <li>Risk management procedures would identify additional concerns and would be raised through line management routes.</li> <li>Further measures would be actioned as and where necessary.</li> </ul>	2	4	8

Recommended Control Measures		Revised Risk			Management Action Plan and Implementation Date(s)		
		L	S	R	Action	By Whom	Deadline
1.	The regular updates in government guidance mean the measures above need to be regularly reviewed to ensure Extratime is doing everything within its control to minimise the risk of infection/transmission.	x			Regular review of this Risk Assessment to ensure measures remain robust, up to date and aligned with those being take at school/partner organisations.	Rebecca Jenkins	Monthly and when guidance changes
<b>Generic Risk Assessments - Is an additional site specific assessment required?</b> Where generic assessments are produced the actual workplace must be checked to ensure other hazards have not been ommitted (tick appropriate box)		No	x	Yes		<b>Assessor Signature</b> 	