

Explore Learning Ltd Reopening Post Lockdown Risk Assessment July 2020

Updated 15th July 2020 in line with government guidance: 'Protective measures for out of school settings 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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Area of Risk	Risks Identified	People at Risk	Mitigation Steps taken
Communication	Community Wellbeing	Everyone	Staff and parent surveys were sent out to assess how they feel about the centre reopening and to allow concerns to be addressed in the risk assessment measures taken.
Policies and Procedures	Clarification of procedures to ensure everyone's safety	Everyone	Policies and Procedures have been updated to reflect changes to operations post lockdown to ensure safety of children, staff and visitors. This is available on the company website. Our existing Centre Risk Assessment still applies alongside this new edition.
Centre Capacity	Centre capacity to be reduced to maintain social distancing	Staff and Children	Based on government guidelines a maximum number of staff and children will be allowed access at one time and up to 3 children will be seated per zone. A maximum of 15 children will be admitted at any one time. This may be lower for some of our smaller centres. Staff will manage the number of people allowed to wait in reception and direct them to where they can safely wait.
Staff Suitability	Expired staff suitability checks	Everyone	All staff working alongside members must have a valid enhanced DBS / PVG check. Staff in training will never be left unsupervised.
Attendance	Social distancing - controlling attendance	Everyone	Centres will be operating a phased return of centre openings, from the end of the summer term when state schools in their local area have closed, initially opening for a reduced number of days/hours. Attendance will be staggered over the day through pre booked sessions thus limiting the number of staff and children on site at one time. Booking back to back sessions for children will not be permitted. Children should attend their booked sessions at same time each week to ensure minimising contact with others.
Attendance	Admittance to centre located in supermarket / shopping centre and PPE	Everyone	We do not require PPE to be worn in the centre as per government guidance on use of PPE for out of school settings, staff, members and families. Staff, members over the age of 11 and parents of centres based within supermarkets and shopping centres should follow government guidance and wear face coverings when making their way through the store to the centre. https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own
Attendance	Staff admittance	Everyone	Staff will only attend a centre if they are symptom free, have completed the required isolation period due to symptoms in their household, or achieved a negative test result.
Attendance	Child admittance and vulnerable children	Everyone	Only children who are symptom free or have completed the required isolation period due to symptoms in their household should attend. Those children who are old enough to attend unsupervised and who have parental written permission may continue to do so. Parents are requested to speak to their children to ensure they understand the queuing system and social distancing required if visiting unsupervised. If a child has an Additional Support Plan or Education, Health and Care Plan (EHC) and it is determined that their needs can be safely met in the centre then they may attend.
Attendance	Living with a shielded or clinically vulnerable person	Staff and Children	As per government guidance, if a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend and will be supported to learn at home.
Attendance	Physical Distancing - Parents	Everyone	Parents will not be admitted beyond the reception area. Parents will be asked to arrive on time for start and end of sessions, only one parent should accompany children. Parents accompanied by children are reminded that they are responsible for supervising them at all times and should be encouraged to follow social distancing guidelines. Only parents who are symptom free and or have completed the required isolation periods are requested to drop off/collect their child.

			<p>When dropping off/collecting their child, physical distancing should be respected and maintained using outside space where suitable.</p> <p>Staff will continue to offer parents meetings online to reduce the need for visitors within the centre.</p> <p>Parents and accompanying children will not be allowed to use the toilets as per normal policy.</p> <p>Parents will be encouraged to have any lengthy conversations or queries over email or phone apart from feedback at the end of a session.</p> <p>Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Government guidelines require educational and childcare settings to reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice: If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).</p>
Attendance	Visitors	Everyone	Wherever possible attendance to the centre will be restricted to children and staff. Any essential maintenance work will be out of hours wherever possible.
Attendance	Signing in/out	Everyone	Staff will record children's attendance in and out of the centre on Explore's membership system DORA at time of entry/departure, rather than paper records.
Social distancing	Travel to/from centres	Everyone	Staff and parents are advised to avoid public transport in peak times to travel to and from the centre, and are encouraged to walk or cycle where possible, or travel in their own car. Where an older child makes their own way to and from the centre, parents should consider the additional risks around using public transport and should avoid where possible. Government guidance currently states wearing face coverings on public transport is compulsory from 15/6/2020. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Social distancing	Public enquiries	Staff	Any enquiries who wish to find out more about Explore Learning or Explore at Home will be encouraged by staff to have a brief conversation and leave their details for a manager to call back.
Social distancing	Physical distancing within the centre - children	Staff and Children	<p>Children and Parents are requested not to touch the gate, staff will open and close.</p> <p>Tutors will access children's file and direct them to the correct zone.</p> <p>Children will be organised into smaller groups within zones of up to 3 children. Children will be positioned spaced out on diagonals or back to back so sneeze guards within zones are not required, but computer screens will act as barriers between zones.</p> <p>Group sessions such as Creative Writing, SIS and 11+ will remain online until further notice.</p> <p>Children will not be allowed to move around zones/centre.</p> <p>Children will have to ask to get out of their seat to use the toilet, staff will check they have washed their hands when they return to their zone.</p> <p>Children will wait in their zone to be collected by their parent/guardian. If a parent is late to collect their child, a designated 'waiting' zone will be created allowing children to safely be distanced.</p> <p>Staff will clear workspaces and remove waste and belongings from the work area at the end of each session.</p>
Social distancing	Tutoring	Staff and Children	Government guidance does not require education or child care staff to maintain 2 m distance from children. Staff have discussed the use of common sense approaches to Tutor effectively and engaging the children while maintaining sensible distancing.
Social distancing	Physical distancing within the centre - staff	Staff and Children	<p>Wherever possible staff will not move between groups and will work a rota that maintains a bubble to keep contact with the same staff and children.</p> <p>Staff members will avoid physical contact with each other and social distancing will be maintained during staff breaks.</p>
Social distancing	Areas of centre access	Staff and Children	<p>Surf Club/Discovery Club will be closed and sectioned off to prevent access.</p> <p>Maximum occupancy for lifts will be reduced to one family at a time. Hand sanitiser is provided for the operation of lifts and we encourage the use of stairs wherever possible.</p>
H&S	Infection control - Centre resources and personal items	Staff and Children	<p>Children are requested to not to bring personal items into the centre apart from a water bottle unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.</p> <p>Coats, scooters, bikes, bags etc should be left at home or taken home by the parent.</p> <p>Staff will remove all zone resources to reduce the risk of cross contamination. Stationary will be provided and pens/pencils will be stored in children's individual folders.</p> <p>Tutors will collect children's folders before their sessions start to enable children to sit down straight away for their session and to prevent unnecessary contact or movement around the centre.</p>
H&S	Session Notes and Lizard cards	Everyone	<p>To avoid risk of contamination written Session Notes will not be written or provided to parents. The Compere on reception will provide brief verbal feedback at the point of collection.</p> <p>Parents are advised to direct any lengthy questions or discussion points over the phone or by email. Parent Conferences will be held online or over the phone. Physical lizard card rewards will not be issued to minimise the risk of infection. However, it is important to us that children are</p>

			rewarded for their Fearless Learning. We will issue parents with an alternative method to keep track of their cards each session, so they can be rewarded for prizes.
H&S	Payments - card/cash	Everyone	Staff will encourage people to pay by card or Direct Debit where possible.
H&S	Infection control/Social distancing - signage	Everyone	Perspex screens will be fitted on the reception desk. Centres will display signs and posters in reception, throughout centre and in bathrooms to build awareness and maintain hygiene standards. Taped markings and footprint stickers on the floor in reception will remind families about social distancing and staying behind the screen when queuing.
H&S	Infection control - hygiene practices and handwashing	Staff and Children	Disposable tissues, hand sanitiser and a lined bin will be available in every zone. Sufficient handwashing stations are available and stocked with antibacterial hand soap. Centres display stickers to promote good hygiene practices. Hand sanitiser is available on reception and in other points around the centre, as well as at the bottom of any lower ground access to centre i.e. bottom of stairs/lift. All children and staff must wash their hands for 20 seconds/use hand sanitiser upon arrival at the centre and after sneezing or coughing.
H&S	Infection control - Responding to a suspected case (child)	Staff and Children	In the event of a child developing suspected coronavirus symptoms such as new, continuous cough or a high temperature whilst at the centre, we will arrange for them to be collected asap and then isolate at home in line with the NHS guidance. In an emergency, staff will call 999 if a child is seriously ill or injured or their life is at risk. Whilst waiting to be collected they will be isolated from the other children in the cordoned off Surf Club area of the centre with a staff member wearing PPE and an open window where possible for ventilation. If not possible to isolate them, move them to an area at least 2 metres away from others. Staff will then follow COVID-19: cleaning of non-healthcare settings guidance. Cases will be reported to the Facilities Manager and recorded centrally so we can track and monitor the effectiveness of this risk assessment.
H&S	Infection control - Responding to a suspected case (staff)	Everyone	In the event of a staff member developing suspected coronavirus symptoms whilst working at the centre, they will be sent home immediately and isolate at home in line with the NHS guidance. Staff will inform HR and cases will be recorded centrally by the HR Team to track and monitor the effectiveness of this risk assessment.
H&S	Infection Control - Test and Trace What happens if there is a confirmed case of coronavirus in a setting?	Everyone	When a child, young person or staff member develops coronavirus symptoms, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, anyone else who has had contact with them should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.
H&S	Hygiene of water fountain	Staff and Children	The water fountain will be out of use. Staff and children are encouraged to bring a full labelled water bottle with them.
H&S	Food hygiene and allergy risk	Staff and Children	No food is to be brought into or consumed in the centre by children unless for medical purposes as per normal company policy.
H&S	Infection control - cleaning	Everyone	Cleaning of zones and equipment, reception & toilets will occur in the 15 minute break after each 1 hour block of children by Managers and Tutors, after all children have left the zone. Communal areas and frequent touch points swill be cleaned and sanitised regularly throughout the day by Managers. Staff will be provided with cleaning guidelines according to: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
H&S /First Aid	PPE for first aiders	Staff and Children	Government guidance says PPE is not required for general use in out of school settings. However, staff will be provided with a supply if it is deemed necessary at any time. PPE will be worn for administration of First Aid. Staff have procedures for dealing with suspected COVID-19 cases as per government advice.
H&S /First Aid	Changes to Children's Medical Needs	Children	Parents are reminded through standard Reception poster to update a Manager of any changes to medical conditions. A trained Paediatric First Aider will remain on site at all times. Children classed as clinically extremely vulnerable due to pre-existing medical conditions should not attend the centre.

			Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Parents should follow medical advice if their child is in this category and discuss with the Managers.
H&S /Fire	Fire Risk Assessment	Everyone	As per our fire policy, centres undergo an annual risk review. If the last review should have occurred during the period the centre was closed, centres will be required to complete and submit a Fire Risk Review before the centre reopens and complete any outstanding actions before children attend for sessions.
Facilities	Air con/ventilation/windows	Everyone	Centres will have the Ventilation system (bringing in outdoor air) on continuously when occupied.
Wellbeing and education	Children understanding procedures to protect theirs and others health	Staff and Children	Children will be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and hygiene practises.
Safeguarding	Changes to children's welfare and wellbeing	Staff and Children	Staff recognise that the coronavirus (COVID-19) outbreak may have caused significant mental health or wellbeing difficulties for some children and they may be at increased risk of harm or abuse. Staff will ensure relevant training is up to date and the team are supported by a Designated Safeguarding Officer at all times in order to respond appropriately to child welfare concerns. Staff also recognise that some children may have found the long period at home hard to manage and / or developed anxieties related to the virus, and will provide opportunities for children and their families to talk about their experiences over the last few months and direct to support and advice where appropriate.
Equal Opportunities	Understanding the impact of COVID-19 on BAME groups	Everyone	There is emerging evidence that black, Asian and minority ethnic (BAME) individuals may be more severely affected than the general population by coronavirus (COVID-19). Explore staff will be especially sensitive to the needs and worries of BAME children and young people, parents and carers, and staff, and will consider if any additional measures or reasonable adjustments may need to be put in place to mitigate risk. https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities
Evaluation	Effectiveness of measures implemented	Everyone	A Head Office committee will run a detailed insight project to evaluate the test period of centre re openings. This will include both staff and customer sentiment.