

**Explore Learning Ltd Reopening Post Lockdown Risk Assessment April 2021 CENTRES IN SCOTLAND**

**Updated April 2020 in line with Scottish government guidance: 'Coronavirus: (COVID-19): organised activities for children' & 'Coronavirus: (COVID-19): guidance on re-opening school age childcare services'**

<https://www.gov.scot/publications/coronavirus-covid-19-organised-activities-for-children/>, <https://www.gov.scot/publications/coronavirus-covid-19-school-age-childcare-services/>

| Area of Risk            | Risks Identified  | People at Risk     | Mitigation Steps taken   |
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| 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 to limit contact and reduce the likelihood of direct transmission, to allow for more effective contact tracing through Test and Protect, and reduce the overall number who need to isolate in the event of a child becoming ill with COVID-19. Children will be kept in small, consistent group bubbles of no more than 6 (as per capacity of zones). The maximum number of staff and children in each centre will depend on the size of the setting and the ability to ensure adequate social distancing between bubbles. Siblings will be grouped in the same bubble where possible, which will minimise mixing between households. Where siblings are bubbled, there is no need to maintain social distancing between them. 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 PVG check. Staff in training will never be left unsupervised.   |
| Attendance              | Social distancing - controlling attendance                            | Everyone           | 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           | Staff, members over the age of 5 and parents of centres based within supermarkets should follow government guidance and wear face coverings when making their way through the store to the centre.<br><a href="https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/pages/overview/">https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/pages/overview/</a>  |
| Attendance              | Staff admittance  | Everyone           | Staff will only attend a centre if they are symptom free, and only when they are not required to isolate as a result of contact with a positive case or if a member of their household displaying symptoms, in line with Government guidance.  |
| Attendance              | Child admittance and vulnerable children                              | Everyone           | Children will only attend the centre if they are symptom free, and only when they are not required to isolate as a result of contact with a positive case or if a member of their household displaying symptoms, in line with Government guidance. Those children who are old enough to attend unsupervised and who have parental written permission may continue to do so.<br>Parents are requested to speak to their children to ensure they understand the queuing system and social distancing required if visiting unsupervised.<br>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.<br>Children who have been following shielding measures can return to the centre. If a child, young person or their family have concerns regarding returning to the centre, they should address this with centre Management.        |

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| Attendance        | Living with a shielded or clinically vulnerable person | Staff and Children | Staff and children living with someone who is clinically vulnerable or clinically extremely vulnerable can still attend the centre but should ensure they maintain good prevention practice when in centre and within home settings.  |
| 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        | Physical Distancing - Parents                          | Everyone           | <p>Parents will not be admitted beyond the reception area. In exceptional circumstances where a parent / carer must enter the centre, the guidance on 'Visitors Attendance' will be adhered to.</p> <p>Parents will be asked to arrive on time for start and end of sessions, only one parent should accompany children.</p> <p>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.</p> <p>Only parents who are symptom free and or have completed the required isolation periods are requested to drop off/collect their child.</p> <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.</p> |
| 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           | <p>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. Ensure parents and young people are aware of recommendations on transport to and from the centre (including avoiding peak times). Government guidance states wearing face coverings on public transport is compulsory.</p> <p><a href="https://www.transport.gov.scot/travelling-during-covid-19/guidance-on-the-use-of-face-coverings-on-public-transport-in-scotland/">https://www.transport.gov.scot/travelling-during-covid-19/guidance-on-the-use-of-face-coverings-on-public-transport-in-scotland/</a></p>   |
| 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>There is no requirement for physical distancing between children in primary schools.</p> <p>Children and Parents are requested not to touch the gate, staff will open and close.</p> <p>Tutors will access children's files and direct them to the correct zone.</p> <p>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 be encouraged to sit in the same seat in their zone bubble each week for contact tracing in the event of a positive case.</p> <p>Children will not be allowed to move around zones/centre.</p>  |

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|                   |   |                    | <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 | <p>Maintaining 2m distancing between adults and learners whenever possible will help mitigate risk, but it is acknowledged that this is not always possible, particularly when working with younger primary school children or children with additional support needs. Staff have discussed the use of common sense approaches such as not getting too close to a child's face or leaning over their chair/desk, no use of physical contact such as high fives, removing resources and minimising touching items children use where possible. Teams will discuss how to Tutor effectively, engaging the children whilst maintaining sensible distancing.</p>   |
| Social distancing | Physical distancing within the centre - staff           | Staff and Children | <p>Physical distancing between adults remains a fundamental protective measure that should apply at all times. Individual physical distancing applies to staff, parents (and any other adults who may attend the setting) and any external contractors or delivery people. It is essential that all these groups are taken into consideration. Adults in settings should stay 2 metres apart in line with physical distancing principles.</p> <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 at all times.</p>   |
| Social distancing | Areas of centre access                                  | Staff and Children | <p>Surf Club will not be used for leisure time but may act as a new learning zone in some centres to allow for more social distancing between children and bubbles.</p>  |
| H&S               | Face coverings  | Everyone           | <p>In line with Government guidance, face coverings must be worn in centre and our reception area by all adults and members in secondary school unless exempt, where social distancing cannot be maintained. Children of primary school age do not need to wear a face covering but anyone wishing to do so in centre is permitted to. Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings. <a href="https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/scientific-and-public-health-advice/#PPE">https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reducing-the-risks-in-schools/pages/scientific-and-public-health-advice/#PPE</a></p> |
| H&S               | Safe removal of face coverings                          | Staff and Children | <p>Children and staff entering the setting who are wearing a face covering on arrival, if not wearing inside, must remove the covering safely. Safe removal means not touching the front of the face covering during removal and washing hands upon removal. Disposable face coverings should be disposed of in a lined bin, or reusable face coverings stored in a plastic bag to take home. Staff will support this process by reminding children of safe removal processes. Staff will ensure a suitable bin is located at point of entry to the centre.</p>  |
| H&S               | Payments - card/cash                                    | Everyone           | <p>Staff will encourage people to pay by card or Direct Debit where 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>   |

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| H&S | Infection control/Social distancing - signage   | Everyone           | <p>Perspex screens have been fitted on the reception desk.</p> <p>Centres will display signs and posters in reception, throughout centre and in bathrooms to build awareness and maintain hygiene standards.</p> <p>Taped markings and footprint stickers on the floor in reception will remind families about social distancing and staying behind the screen when queuing.</p>   |
| H&S | Infection control - hygiene practices and handwashing   | Staff and Children | <p>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.</p> <p>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.</p>  |
| H&S | Infection control - Responding to a suspected case (child)  | Staff and Children | <p>In the event of a child developing suspected coronavirus symptoms such as new, continuous cough or a high temperature whilst at the centre, Explore Learning will follow the <a href="#">Test and Protect</a> guidance.</p> <p>We will arrange for the child to be collected ASAP and then isolate at home in line with the NHS guidance.</p> <p>In an emergency, staff will call 999 if a child is seriously ill or injured or their life is at risk.</p> <p>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. All cleaning must be carried out in accordance with COVID-19 – guidance for non-healthcare settings and Infection Prevention and Control in Childcare Settings guidance.</p> <p>Cases will be reported to the Facilities Manager and recorded centrally so we can track and monitor the effectiveness of this risk assessment.</p>   |
| H&S | Infection control - Responding to a suspected case (staff)  | Everyone           | <p>In the event of a staff member developing suspected coronavirus symptoms such as new, continuous cough or a high temperature whilst working at the centre, they will be sent home immediately and advised get tested as soon as possible.</p> <p>Whilst awaiting a result, the individual must isolate along with members of their household. Staff will inform HR as per normal sickness procedures and cases will be recorded centrally by the HR Team so we can track and monitor the effectiveness of this risk assessment.</p>   |
| H&S | <p>Infection Control - Test and Protect</p> <p>What happens if there is a confirmed case of coronavirus in a setting?</p> | Everyone           | <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.</p> <p>All staff and students who are attending will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. 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.</p> <p>As part of the national Test and Protect programme, all education and childcare settings are considered complex settings and cases will be prioritised and escalated to specialist local health protection teams. Explore Learning will keep clear records of children, adults and staff attending to help ensure rapid response and contact tracing should a positive case occur.</p> <p>If centres have two or more confirmed cases of COVID-19 within 14 days, they may have an outbreak and should make prompt contact with their local Health Protection Team and local authority. If an outbreak is then confirmed, settings should work with their local HPT to manage it. Any discussion of possible closures should take place between settings and local HPTs.</p> |

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| H&S                     | Engaging in lateral flow testing                                      | Everyone           | Lateral flow testing is optional but encouraged as part of the Government roadmap to the relaxation of restrictions and can provide confidence to our staff and families attending our centres. We advise that our staff engage in <b>community testing</b> . Families with nursery, school and college aged children are encouraged to engage in regular lateral flow testing.   |
| 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.<br>Communal areas and frequent touch points will be cleaned and sanitised regularly throughout the day by Managers.<br>All cleaning must be carried out according to: <a href="https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/">https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/</a>   |
| H&S /First Aid          | PPE for first aiders  | Staff and Children | Government guidance says PPE is not required for general use in school age childcare settings. However, staff will be provided with a supply if it is deemed necessary at any time.<br>PPE will be worn for administration of First Aid.<br>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.<br>Children who have been shielding (classed as clinically extremely vulnerable due to pre-existing medical conditions) are able to attend the centre, unless given advice from a GP or healthcare provider not to, and can follow the same guidance as the rest of Scotland. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few if any children will fall into this category, but 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.<br>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.  |

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| 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. <a href="https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/">https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/</a> |
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