

# The Man In The Moon COVID-19 Risk Assessment



Note: Due to the constantly changing situation, dynamic risk assessments must be carried out.  
The general risk assessment below will be amended to reflect our specific controls on an ongoing basis.

PART A. ASSESSMENT DETAILS:			
<b>Area/Task/Activity:</b>	Childcare opening arrangements during COVID-19 pandemic		
<b>Location of Activities:</b>	<b>Camelsdale School</b> , School Road, Haslemere GU27 3RN <b>Shalford Village Hall</b> , King's Road, Guildford GU4 8JU <b>QE Park Centre</b> , Railton Road, Guildford GU2 9JX		
<b>Childcare Provider name, address and contact details:</b>	<b>The Man In The Moon</b> Passfield Business Centre Lynchborough Road LIPHOOK GU30 7SB  07825 167317	<b>Name of Person undertaking Assessment:</b>	Paul Branch
		<b>Date of Assessment:</b>	10/05/2022
		<b>Planned Review Date:</b>	Termly

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID-19 guidance and advice	Crew members, children	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>The Man In The Moon regularly refers to official advice from the Government and Department for Education (DfE).</li> <li>We keep up to date with <a href="#">official COVID-19 Guidance</a> and inform children, parents/carers, crew members about arrangements as required.</li> </ul>
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Crew members, children, parents/ carers	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>We recommend all crew members, eligible children and young people take up the offer of a vaccine.</li> <li>Wearing a face covering is optional, but encouraged in crowded/poorly ventilated areas.</li> <li>COVID-19 procedures in place to minimise risk of infection and reduce the potential to cross-infect.</li> <li>We will ensure that all areas are well ventilated where possible.</li> <li>Children, crew members and visitors are required to follow guidelines re washing hands thoroughly with running water and hand soap for at least 20 seconds upon arrival and/or using the hand sanitiser at the point of entry.</li> <li>All crew members and children to wash their hands more frequently, particularly after using the toilet.</li> <li>Bins are provided in all areas.</li> <li>Children are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands.</li> <li>Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed after disposal).</li> <li>Hand sanitiser is available.</li> <li>Frequently touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, equipment, teaching and learning aids, telephones, and bathroom facilities are regularly sanitised.</li> <li>Crew members have been instructed on cleaning and sanitising requirements, including the use of chemicals and cleaning materials and instructions on the use of PPE.</li> </ul>
A close contact of a child/adult testing positive for COVID-19	Crew members, children, parents/ carers	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Whilst we understand that there is no longer a legal requirement to test if a close contact has tested positive, we ask children/adults take a LFD test before attending workshops, day camps, or rehearsals if this is the case.</li> </ul>
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Crew members, children, parents/ carers	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>PPE is provided for crew members to wear during cleaning and should be worn as instructed e.g. gloves, aprons, etc.</li> <li>Waste cleaning materials are disposed of in the usual way, unless it is confirmed or suspected that they are contaminated as a result of a crew member or child displaying symptoms.</li> <li>Good housekeeping is maintained at all times.</li> <li>Waste bins are emptied at the end of each session or more often as necessary and the contents disposed of safely.</li> </ul>

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Spread of COVID-19 virus via air borne particles	Crew members, children, parents/ carers, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Windows will be opened in rooms to aid ventilation.</li> </ul>
Spread of COVID-19 through other ways	Crew members, children, parents/ carers, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• No one with COVID-19 or suffering symptoms allowed on site. Parents/carers are informed in advance. Crew members are aware.</li> <li>• Cleaning arrangement with venues; crew members to be subject to cleaning protocol which includes regular touch points, toilets and deeper changeover cleaning.</li> <li>• Use of larger spaces and outdoor areas (when possible) for activities.</li> <li>• All indoor spaces used well ventilated.</li> </ul>
Crew member or child displaying signs of COVID-19 before, or during the session	Crew members, children, parents/ carers	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Crew members and parents are aware of the virus symptoms and are vigilant in reporting all concerns.</li> <li>• Crew members who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands with warm running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves.</li> <li>• Crew members showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home, and arrange testing when appropriate.</li> <li>• If a child displays symptoms they will not be permitted to remain at the workshop until they have had a negative LFD or PCR test. Parents/carers will be required to take them home. Where this is not immediately possible, the child will be placed in a separate room until they can be collected, whilst being mindful of individual child's needs.</li> <li>• If it is not possible to isolate the child e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others.</li> <li>• If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom whilst waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else.</li> <li>• Public health advice will be followed regarding whether any groups need to self-isolate as a result of a crew member or child displaying COVID-19 symptoms.</li> </ul>
Need for Personal Protective Equipment (PPE)	Crew members, children, parents/ carers	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Crew members are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning/administering first aid.</li> <li>• Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19. Disposable gloves and disposable aprons should be worn when administering first aid.</li> <li>• Crew members are provided with information and instruction on the use and disposal of PPE including face masks.</li> <li>• PPE will be available for any crew member who needs to administer First Aid or assist with a child in emotional or physical distress.</li> </ul>

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First aid provision/Isolation	Crew members, children	Untreated injuries	<ul style="list-style-type: none"> <li>• Crew members are kept informed of the first aid arrangements.</li> <li>• An appointed person will be delegated to take charge in an emergency situation.</li> <li>• In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance.</li> <li>• PPE to be worn if social distancing must be reduced to provide first aid or medical intervention.</li> <li>• Crew member chaperoning any child needed to be isolated must socially distance and wear PPE.</li> </ul>
Administering first aid	Crew members, children, parents/ carers, members of the public	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> <li>• First Aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds.</li> <li>• See previous controls regarding PPE.</li> </ul>
Children not following COVID-19 Procedure	Crew members, children, parents/ carers	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Children who are continually unable to follow procedures will be asked to leave.</li> <li>• Individual assessments and monitored 'trials' for any children with individual support needs that may result in breaking social distancing (e.g. potentially violent children and SEND students).</li> </ul>
Loss of vital staff due to illness	Crew members, children, parents/ carers	Loss of management capabilities/ability to deliver day camps/ workshops	<ul style="list-style-type: none"> <li>• Internal contingency plans that allow crew members to cover responsibilities to ensure smooth running of business.</li> <li>• Option to deliver workshops via Zoom.</li> </ul>
Crew member stress and Anxiety	Crew members	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> <li>• We will keep in regular contact with crew members to monitor their working arrangements and offer support and advice where necessary.</li> <li>• Crew members are able to make contact with a colleague for advice and support, or just for reassurance, during the normal working day.</li> <li>• A process is available for individuals to report concerns over breaches of safe working policy/ guidelines so that intervention can occur.</li> <li>• Where a crew member returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, The Man In The Moon will help identify key concerns and any further adjustments required to support them at work.</li> <li>• Crew members are made aware of sources of information that will assist their wellbeing such as: <a href="#">MIND web site</a></li> </ul>