

## Little Creatives Theatre School Covid-19 Risk Assessment

Please **report suspected or confirmed cases of coronavirus (COVID-19)** to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162** (press Option 1, Option 1). This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others.

This document is to remain under constant review due to the fast-changing nature of Department for Education (DfE)/government guidance in response to the challenges posed by coronavirus (COVID-19).

This return to childcare risk assessment is based on the principles and guidance contained within DfE guidance for coronavirus (COVID-19):

- Coronavirus (COVID-19) guidance for schools and other-educational settings
- Coronavirus (COVID-19) implementing protective measures in education and childcare settings
- Coronavirus (COVID-19) early years and childcare closures

### Establishment details

Company:	Little Creatives Theatre School
	<b>'Little Creatives Theatre School ' is a trading name of Enable 2 Create Ltd (11924244) registered offices at Bourne House, 475 Godstone Road, Whyteleafe, Surrey CR3 0BL</b>
Manager/Owner:	Sarah Cuthbertson
Date assessment completed:	14/09/2020 (Updated)

### Movement of persons around the setting

Hazard	Control Measures
Entrance and exit to childcare setting causing people to congregate compromising social distancing	<p>FUNdango Holiday Clubs will run for a maximum of 2 FUNbubbles of 12 participants (Creatives) these are split to age groups Mini Creatives (5-7years) and Little Creatives (8-12years).</p> <p>Adults will be discouraged from gathering together and requested by email for only one adult per Creative for drop off and collection. We will encourage social distancing outside the setting to minimise the adult to adult contact. Signs will be displayed.</p>

Travel and outings	We will not be going off site with any group.
Spaces used for work and during breaks compromising social distancing	<p>All FUNdango Weeks and Days will be for two 'bubbles' of 12 children (Creatives) each.</p> <p>Sessions will take place in separate rooms (a hall and extra room larger than a regular classroom) both with access to the outdoors to allow for ventilation. Each space allows for social distancing between children.</p> <p>Any drawing / writing activities will be spaced apart.</p> <p>Breaks will be taken outside where possible otherwise in the hall with windows and doors open.</p> <p>Toilets will be used in small groups, whilst observing social distancing.</p>
Lunchtime compromising social distancing	<p>Each FUNdango will have two 'bubbles' of 12 as a maximum number of participants. Lunch will be held together in the hall to allow adequate space. The two bubbles will be spaced out. Playtime will be outside where possible. All children will wash their hands before and after lunch.</p> <p>Any lunchtime equipment will be cleaned before and after use.</p>
Spread of virus due to increased numbers of people within the building	<p>Parents and guardians will be informed that each Little Creatives should be accompanied by only one adult. Social distancing should be observed by adults at drop off and pick up times, signs will be displayed as a reminder.</p> <p>FUNdango will be run as a separate bubble to any other staff in the building.</p>
Inadequate social distancing measures leading to spread of the virus	Social distancing will be observed at all times, and each FUNdango Week / Days will be the same bubble of participants across the week.

## Premises related matters

Hazard	Control Measures
Changes to building use being safe for pupils and staff	<p>Entrance for FUNdango participant and staff will be separate to any other group using the building.</p> <p>Hand sanitiser will be used on arrival followed by hand</p>

	<p>washing.</p> <p>Hand washing will take place between each session and break time.</p> <p>Toilets will be used in small groups, whilst observing social distancing.</p> <p>FUNdango will be using the hired areas only and the playground as agreed, there will be no crossover with other groups or staff.</p>
First aid procedures	<p>One first aider will always be present and available to administer first aid if and when necessary. Gloves will be provided to staff for all first aid.</p> <p>If any person feels unwell a non-contact thermometer will be used to obtain their temperature.</p>
Fire procedures	<p>We will be using the hired venue / school's Fire Procedures and meeting points.</p>
Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>Daily morning and end of the day briefings will take place to ensure all staff are kept up to date with any changes to health and safety procedures.</p> <p>There will be opportunities for all staff to raise concerns / make suggestions in meetings and via other communication.</p>
Staff rooms and offices to comply with social distancing and safe working practice	<p>FUNdango Facilitators will not use the general staffroom, separate facilities will be provided.</p>
Ventilation to reduce spread	<p>Windows will be open and doors propped open, where safe to do so (bearing in mind fire safety, security and safeguarding).</p>
Management of waste	<p>We will follow the school's guidance on the disposal of waste.</p>
Activities to take place outdoors in line with social distancing	<p>All play times will be taken outdoors, weather permitting. Or in a hall where social distancing can be observed.</p>

## Cleaning and reducing contamination

Hazard	Control Measures
Using play equipment – multiple-use	Our FUNdango Holiday Weeks are for two 'bubbles' of 12 maximum at a time. Any play equipment used will be allocated to a bubble and cleaned before and after use.
Shared resources, content and equipment increasing spread	<p>All Creatives will have their own 'Creative Packs' to include pencil, colouring pens and paper etc.</p> <p>All recyclable materials used will have been stored in bags for over three days before being used.</p> <p>Each Creative will have their own 'area' to keep costumes and props they are working on. (FUNdango Weeks only)</p> <p>All equipment will be washed at the end of each day.</p> <p>Props and costumes from Little Creatives will only be used if they can be cleaned at the end of each day and used by one person. I.e. Glasses.</p> <p>Any costume / props brought in will be stored in the Creatives area and only touched by them.</p> <p>There will not be a singing number in-venue FUNdango's.</p> <p>Wipes, Spray, Cloths, hand gel will be readily available to staff at all times. Hand Gel will be readily available to Creatives.</p>
Contaminated surfaces spreading virus	<p>We will clean and disinfect the surfaces in the spaces we use at the end of each day.</p> <p>We will be following government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting.</p>
Cleaning staff and hygiene contractor's capacity	<p>We will clean and disinfect the surfaces in the spaces we use at the end of each day.</p> <p>Cleaning staff contracted by schools.</p>
Sufficient hand washing facilities for staff and children	Sinks area available in the toilets and the Mini Creatives space. Hand sanitizer will be available in the hall and outside.
Additional time for staff and children to carry out hand washing	Hands will be washed between each activity and before / after each break.

	We will stagger regular access to hand washing facilities through the day.
Hand washing practice with children	<p>We will review the guidance on hand cleaning and introduce helpful techniques for children.</p> <p>We will ensure that help is available for children and young people who have trouble cleaning their hands independently.</p>
Sufficient supplies of soap and cleaning products	Cleaning products and soap provided by the school. Additional hand sanitizer, wipes, spray, cloths provided by Little Creatives.
Toilets being overcrowded	The number of children who use the toilet facilities at one time will be limited.

## Staff related issues

Hazard	Control Measures
Inadequate training for Managers on completion of RA for COVID-19, leading to anxiety and lack of the reassurance needed for staff	<p>Guidance, risk assessment and checklist provided.</p> <p>All staff to receive this and space and time given for feedback and questions.</p>
Insufficient staff capacity to deal with increased numbers of children	Number of participants limited to two 'bubbles' of 12, staff on site to creative ratio 1:10.
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes	All staff will receive risk assessment and plans and given time and space to allow for questions and feedback. Staff meetings will take place each morning and after each day to allow for any concerns or questions to be discussed. Staff meetings to be socially distanced.
Staff understanding of new changes – safe practice at the setting	All staff will receive risk assessment and plans and given time and space to allow for questions and feedback. Staff meetings will take place each morning and after each day to allow for any concerns or questions to be discussed. Staff meetings to be socially distanced.
Accessing testing arrangements are clear for	Access to testing is already available to all

all staff	<p>essential workers.</p> <p>Anyone presenting symptoms must contact their GP or the helpline and follow the advice given.</p>
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff	<p>If a child, becomes unwell with symptoms of coronavirus (COVID-19) while in the setting and needs direct personal care until they can return home a face mask will be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn</p> <p>We will ensure that fluid resistant face masks are available and a supply is maintained.</p>
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>A risk assessment will be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious.</p>
Staff use of PPE	<p>Children whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.</p>
Use of PPE / lack of understanding	<p>Adequate training / briefing on use and safe disposal</p> <p>We will follow government guidance on putting on and taking off standard PPE and above guidance on use in education settings.</p>
Dealing with suspected and confirmed cases	<p>We will follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus (COVID-19) in a setting.</p> <p>Accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p>

## Child related issues

Hazard	Control Measures
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Children with EHCP	A risk assessment will be completed before attendance, and any additional support will be put in place.
Children unable to follow guidance	Children will be given additional support to follow safety measures if needed.
Vulnerable groups who are clinically, extremely vulnerable	<p>Parents should follow medical advice if their child is in this category: guidance on protecting people most-likely to get-unwell from coronavirus</p> <p>Or if someone within their household is in this category: guidance on shielding and protecting extremely-vulnerable persons from covid 19</p>
Member of a bubble group becoming unwell with COVID-19	<p>If a child is awaiting collection, they will be moved to an area where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. A suitable room will be allocated for this purpose and communicated to staff.</p> <p>Suitable PPE (including fluid resistant face mask) will be available at this location.</p>

## Transport

Hazard	Control Measures
Travel to setting and provision of safe transport	Where possible staff walk, cycle or use private transport to venues, we will encourage parents and children to do the same.

## Provision of food

Hazard	Control Measures
Kitchen facilities comply with latest COVID-19 guidance to reduce risk of	All food will be provided by families. All Creatives will wash their hands before and after eating.

infection/contamination	
Food that is able to be prepared on premises is compliant with COVID-19 health and hygiene guidance	All food will be provided by families. All Creatives will wash their hands before and after eating.
Catering staff are operating in a safe environment	All food will be provided by families. All Creatives will wash their hands before and after eating.

## Communications with parents and others

Hazard	Control Measures
Parents, contractors and other staff entering or working in the setting	All parents, carers or any visitors, will not enter the FUNdango setting if they are displaying any symptoms of coronavirus. A telephone number will be displayed in case of immediate access is required.
Communications to parents and staff	Regular communication will be provided to parent and staff. Updated emergency contact details for all children and staff.

## Sign Off

Signed (Manager/Owner):	Sarah Cuthbertson
Date:	04/09/2020

**The outcome of this assessment should be shared with the relevant staff.  
A copy of the completed assessment to be kept on file and copied to the Health and Safety Co-ordinator.**