

# 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 restrictions from 1 April 2021		
<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>	31/03/2021
		<b>Planned Review Date:</b>	Weekly

## 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, crew members about arrangements as required.</li> </ul>
Vulnerable & extremely vulnerable crew members or children with pre-existing health conditions	Crew members, children	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> <li>Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions and have been advised to shield will not be expected to attend. We will continue to provide remote online workshops where possible for those unable to return to workshops, where there is sufficient demand.</li> <li>The parents of children who are classed as clinically vulnerable (but not clinically extremely vulnerable) must follow medical advice as to whether their child is able to attend or not. If medical advice permits the child to attend The Man In The Moon in-room sessions, an individual risk assessment will be carried out in consultation with the parents and other relevant parties. This will be reviewed on a regular basis.</li> <li>If a crew member has received an official letter from the NHS identifying them as clinically extremely vulnerable and recommending shielding, the crew member will NOT be required to return to workshop.</li> </ul>
Spread of COVID-19 to and from our workshops	Crew members, children, parents	Potential spread of infectious disease  Children stranded or missing	<ul style="list-style-type: none"> <li>Parents, children and crew members have been made aware of the <a href="#">Coronavirus (COVID-19): safer travel guidance</a> for passengers when planning their travel.</li> <li>Use of private transport is recommended, whilst we are only beginning to return to normal, as public transport is in some places operating non-timetabled hours and locations may be unfamiliar to children.</li> <li>Public transport should be avoided wherever possible. If public transport has to be used, crew members, parents and children are advised to follow social distancing rules and thoroughly wash their hands with running water and hand soap for at least 20 seconds on arrival to the venue (Hand sanitiser is also available).</li> <li>Ensure crew members follow social distancing rules at all times.</li> <li>Children and parents are advised as to the importance of not walking to and from workshops in groups, and of the importance of abiding by social distancing rules before and after workshop.</li> </ul>

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

Spread of COVID-19 virus via germs on surfaces and furniture within the building	Crew members, children, parents	Potential spread of infectious disease	<ul style="list-style-type: none"><li>• Thorough COVID-19 procedure in place to minimise risk of infection including the use of small groups that do not cross-infect</li><li>• Guidance and training is provided for crew members to ensure they understand, and can enforce, the new routines and support children in understanding them and are familiar with revised physical arrangements.</li><li>• All children are briefed on the rules regarding how The Man In The Moon will operate in the current situation.</li><li>• Communication between crew members and associates is encouraged.</li><li>• Each group of children has an allocated entrance/exit to the building, designated hand washing stations and outdoor space (if appropriate), designated routes to and from their room and designated toilets.</li><li>• Students are escorted into the building, supervised sanitising their hands and escorted to and from their room.</li><li>• Groups will be spaced as far apart as possible. It is preferable, although not always possible, to work outside.</li><li>• Children are spaced as far apart as possible, aiming for at least 1 metre.</li><li>• Children keep to their groups and should remain there throughout their time at the workshop.</li><li>• Children work in the same group each session whenever possible.</li><li>• All crew members and essential 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 use 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>• Stationery and other equipment (which will be kept at an absolute minimum) is not shared where possible, by either crew members or children.</li><li>• Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing.</li><li>• Children are reminded to avoid touching their faces whenever possible particularly with unwashed hands.</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></ul>
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## PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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|  |  | <ul style="list-style-type: none"><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 immediately after disposal).</li><li>• Where safe to do (ensuring fire regulations and safeguarding considerations are adhered to) doors will be propped open to avoid touching surfaces.</li><li>• Hand sanitiser will be made available at entrances and exits.</li><li>• An enhanced cleaning schedule is followed for frequently touched objects such as railings/ bannisters, door and window handles, taps, desk/table tops, equipment, teaching and learning aids, telephones, and bathroom facilities.</li><li>• All occupied rooms will be thoroughly cleaned at the end of the day.</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><li>• PPE is provided for crew members to wear during cleaning activities and must 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>• The Man In The Moon will follow the procedures as set out in the Government guidance <a href="#">Cleaning in Non-Health Care Settings</a> following a confirmed or suspected case of COVID-19 on site.</li><li>• Crew members have been instructed to store personal items and clothing in areas not widely accessible, and to bring in as few personal effects as possible.</li><li>• To facilitate social distancing and to limit the amount of touchable surfaces, unnecessary items have been removed from the workshop environments.</li><li>• Good housekeeping is maintained at all times.</li><li>• Waste bins are emptied at the end of each day or more often as necessary and the contents disposed of safely.</li></ul> |
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## PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Spread of COVID-19 virus via air borne particles	Crew members, children, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"><li>• Children and crew members must always ensure at least 1 meter social distancing for children/2 meters for crew members. They must wait for permission to move from their allocated room when exiting the workshop. Children may only use the toilet that is allocated to their group. Only one child may use the toilet at once.</li><li>• Windows and doors will be opened in rooms to aid ventilation.</li><li>• Guidance on Social Distancing <b>MUST</b> be adhered to at all times.</li><li>• DfE COVID-19 guidance on <a href="#">implementing social distancing in educational settings is implemented and reviewed regularly</a>.</li><li>• The same crew member(s) will be assigned to each group and, as far as possible, these will stay the same during the workshop and on subsequent workshop.</li><li>• Access to the toilets will be controlled to limit the number of children who use them at one time in order to manage social distancing.</li><li>• As far as practicable, groups will be kept apart with only brief transitory contact if this is unavoidable.</li><li>• Children will be encouraged to socially distance themselves from crew members and other children and to stay within their small groups.</li><li>• Parents/carers are not permitted to enter the building unless absolutely necessary. Where this is unavoidable they will be instructed to follow hand washing and social distancing guidelines.</li><li>• Crew members are advised that all items of clothing should be washed at the end of day and not re-worn following day.</li></ul>
Spread of COVID-19 through physical activity including high-energy games	Crew members, children, parents	Potential spread of infectious disease	<ul style="list-style-type: none"><li>• Government advice to prioritise outdoor physical activity where possible.</li><li>• Social distancing measures implemented (1m+) or mitigate risk by using masks or bubbles.</li><li>• Regular rest and water breaks controlling students heart rates and breathing.</li></ul>
Spread of COVID-19 through drama activity/ shouting	Crew members, children, parents	Potential spread of infectious disease	<ul style="list-style-type: none"><li>• Government advice to avoid all activity that increases speaking voice above a normal volume</li><li>• Projection within workshop not encouraged.</li><li>• Games that result in volume increase from children will be calmed down.</li><li>• Crew members who must project to teach must increase social distancing and ensure space is well ventilated.</li><li>• Children constantly reminded not to raise voices. Children who need behaviour management in this may be asked to leave course.</li></ul>

## PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Spread of COVID-19 through other ways	Crew members, children, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"><li>• No parents/carers allowed on site; collection/drop off points socially distanced.</li><li>• Trained crew in COVID-19 procedure to ensure safeguards are in place.</li><li>• No one with COVID-19 or suffering symptoms allowed on site (verbal confirmation at the beginning of each workshop and temperature checks).</li><li>• Deep 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><li>• All equipment either bought and used for one group alone, or thoroughly cleaned between groups by crew members.</li></ul>
Staff or child displaying signs of COVID-19 before, or while in session	Crew members, children, parents	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 to The Man In The Moon who will reference <a href="#">DfE COVID-19: guidance for education settings</a> for advice on dealing with the situation. This includes spotting symptoms before or after our workshops.</li><li>• Crew members, children, or their families are not permitted to attend if they know they have come in contact with someone with virus symptoms, or have experienced symptoms themselves. <b>If in doubt, tell The Man In The Moon and stay at home.</b></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.</li><li>• If a child displays symptoms they will not be permitted to remain at the workshop. 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>

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

Need for Personal Protective Equipment (PPE)	Crew members, children, parents	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.</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 impermeable aprons should be worn when administering first aid. A dynamic risk assessment should be carried out on individual circumstances before deciding if it is appropriate to also wear a fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminants.</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 has reason to breach the 2 metre social distancing protocol to assist with a child in emotional or physical distress.</li></ul>
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 during COVID-19 Pandemic	Crew members, children, parents, members of the public	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"><li>• First Aiders are aware of and follow the <a href="#">Government guidance for first responders</a>.</li><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>
Reduced fire and other emergency arrangements	Crew members, children, parents, members of the public	Increase risk of injuries	<ul style="list-style-type: none"><li>• Crew members are made aware of the current fire and lock-down procedures, including amendments to normal working practices due to the current limited resources and building use, etc.</li><li>• In an emergency evacuation there is no requirement to adhere to the 2 metre social distancing rule if it would be unsafe to do so.</li></ul>

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

Children not following COVID-19 Procedure	Crew members, children, parents	Potential spread of infectious disease	<ul style="list-style-type: none"><li>• Children fully briefed on the new 'rules' that they must follow both before arriving and upon arrival at workshop.</li><li>• Children who are continually unable to follow procedure asked to leave workshop..</li><li>• Child-friendly posters and images which remind students of new procedures (e.g.. catch it, kill it, bin it. Social distancing. Hand washing etc).</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	Loss of management capabilities/ability to deliver 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>• Crew members wellness checks and declaration.</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:<ul style="list-style-type: none"><li>• <a href="#">MIND web site</a></li><li>• <a href="#">H&amp;S COVID-19 web page</a></li></ul></li></ul>