



| Childcare | Breakfast Clubs | Lunch Clubs | PPA Cover | After School Clubs | Holiday Camps |

## Xtra Time Risk Assessment Policy

Risk assessments should be carried out in the setting every day before each session and before the children are present. This is done using the daily check list.

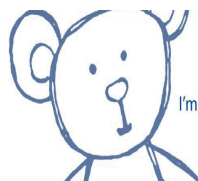
A separate risk assessment is to be carried out for the outside area before the children are allowed outside.

### Who must fill them out?

The daily risk assessment must be completed by the staff member that is setting up for the session, but all staff members are responsible for reporting anything that would be considered a hazard.

An annual risk assessment is to be made of the whole setting. This should include the building, resources (although they are checked daily) and any other changes.

Annual risk assessments of the walks to the Schools and any outside areas used.



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## Addendum - Coronavirus (Covid-19)

### Our Statement

In line with the government guidelines, we have now included the coronavirus (Covid 19) within our Risk Assessment procedure. Our priority is to ensure all children in our care and staff members are kept safe and well, **at all times**. A safe, caring and stimulating environment is essential in allowing children to develop in all areas.

### Procedure

We will ensure this take place by adhering to the following:

- Minimise contact with individuals who are unwell.
- Clean hands regularly.
- Respiratory hygiene (catch it, kill it, bin it)
- Clean surfaces that are touched, frequently.
- Children will be organised into bubbles of children within year groups for activities, children will not mix or share their resources, toys or equipment within different year group bubbles. Children will remain in their own year groups. This applies to all Xtra Time Childcare and Sports Services..
- Staff will social distance 1-2m in line with government guideline
- In line with Government guidelines, we are not expected to socially distance young children, although we will gently encourage it, hence keeping them in bubbles and maximising other measures such as hand washing and cleaning. This is reflected in all Xtra Time Childcare and Sports Services.
- Personal protective equipment (PPE). Staff must wear masks if the settings guidelines require it.
- Do our indoor and outdoor risk assessment before each session takes place.



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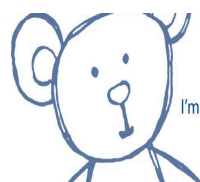
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- Record and deal with any potential or actual hazards.
- All play and activities will be planned and organised by taking into consideration the age and ability of the children within our setting.
  
- Regarding contact sports - Currently the Government and Football Association guidelines have advised against direct contact in sport and for that reason when delivering sports sessions all sessions will be skill focused and we will encourage social distancing. All sports equipment will be wiped down after every session.
- We will politely ask for one parent to do the drop off and the pick-up of their children to minimise the amount of people coming into the setting.
- Parents will be asked general health questions regarding their children and immediate family/household.
- Children will be asked to wash their hands or use hand sanitizer on arrival or when necessary. Due to allergies we will not be providing hand cream, we will encourage parents to provide their children with hand cream.
- Children will be placed into bubbles of six and encouraged not to mix.
- Staff will lead by example and give support helping children to understand good hygiene practices.
- Some children may need some encouragement or reassurance during this challenging time; staff will be vigilant and offer support.
- Equipment is cleaned thoroughly before and after use.
- We will keep clear records of all participants in case this is needed at a later date.
- We will plan and organise all activities in line with the government guidelines. We will observe what is working well and what needs to be changed and make any necessary adjustments.

For further information regarding the coronavirus (covid-19) please visit [www.gov.uk](http://www.gov.uk) for government guidance and support



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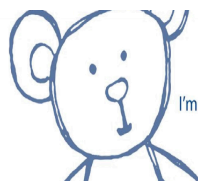
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This policy covers all the services we provide, for example childcare and sports services etc.



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