



Covid-19 risk management: policy, assessment, and procedures for Lollard St Adventure Playground

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Reviewed and adopted by the board of trustees: 17 March 2021

About this document

This risk assessment updates and supersedes all previous Covid risk assessments. It is based on the [Health and Safety Executive](#) model (September, 2020) as recommended in current [government guidance](#) on managing the risks of Covid-19 in out-of-school settings. **The revised policy comes into effect on 31 March 2021.**

The document is in 4 parts:

1. Our Covid-19 policy statement.
2. A table of the identified hazards at the playground, where the risk of infection may be increased, and the steps to avoid or mitigate this risk.
3. The routines to be regularly followed to manage the risks identified.
4. The protocols to be followed in the event of a suspected or known infection in a person attending the playground.

1. Policy statement

Our mission is to provide free adventure play opportunities to children in a supervised, enriched play environment. We believe these opportunities are, during this time of considerable constraints on children's lives, more important than ever, but we also recognise our overriding responsibility during the Covid-19 pandemic to take all reasonable and manageable steps to avoid or minimise the risk of infection: to our children, to our staff, and to the wider community.

Our regular approach to risk management on the playground is to conduct risk-benefit assessments in accordance with the guidance to play providers from the [Health & Safety Executive \(HSE\)](#) and the [Play Safety Forum](#)*. However, this is a public health crisis, outside the experience or expertise of the play sector, and we are therefore following the advice and guidance from the Government, and official public health agencies, both national and local, while also aiming to provide as close to a normal adventure play environment for our children as this guidance allows. For the risk assessment, we have adopted the HSE model for Covid risk management, as recommended by government guidance for out-of-school settings.

**Our risk-benefit approach to managing other risks at the playground remains in place, alongside this current document, and will be periodically reviewed as normal, but within the context of this Covid-19 assessment and the changes to our usual practice arising from it.*

2. Risk Assessment

Our detailed current risk assessment follows, in the form of a table of risks and actions.

Note: *'Symptomatic'* refers to a person with one or more of the three common symptoms of Covid-19:

1) a new continuous cough; 2) a high temperature, or 3) a loss or altered sense of smell/taste.

'Asymptomatic' refers to a person without symptoms but who may nevertheless be unknowingly infected with the virus.

Infection hazards and other risks or hazards arising from Covid constraints	What we are doing to control the risks	What further action we need to take to control the risks	Who needs to carry out the action	When the action needed by	Done
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1. Children (and parents) arriving at the playground crowd together at the entrance, risking infection between one another and to staff members.	<ul style="list-style-type: none"> a) Parents advised not to bring/send children to the playground too far ahead of opening time. b) 'Queue here' and social distancing signs c) marked out in the forecourt and along the railings. d) Staff greeting children (and parents) maintain 2m distance and remind them to do the same. e) Children supervised to enter one at a time, pausing in the building only to register for the day, before going outside. f) Parents advise whether a child is to make their own way home or to be collected. g) Parents asked to collect their children promptly and to observe social distancing throughout. <p><i>(see Covid safety rules for parents and children).</i></p>	Monitor daily. Discuss issues in team meeting.	Playwork team member on door duty. Senior playworker	Daily from w.b. 31 March	
2. Signing-in process potentially spreads virus from asymptomatic carrier.	<ul style="list-style-type: none"> a) Staff member on the door maintains distance. b) Children admitted one at a time c) Table and signing-in pen disinfected after each new arrival. 	Monitor daily. Discuss issues in team meeting.	Playwork team member on door duty. Senior playworker	Daily	
3. Symptomatic child enters playground, potentially spreading the virus.	<ul style="list-style-type: none"> a) List of symptoms displayed in reception area and on walls of office and playroom. b) Staff monitor children for symptoms 	Monitor daily. Discuss issues in team meeting.	Playwork team member on door duty. Senior playworker	Daily	

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4. Asymptomatic new arrival loiters in play room or other inside spaces on arrival	Arrows and barriers channel new arrivals from entrance and outside play area. Staff member on the door reminds children to progress swiftly to outside area.	Monitor daily. Discuss issues in team meeting.	Playwork team members on door duty. All staff. Senior playworker	Daily	
5. Asymptomatic children mix in large groups, increasing potential spread and infection of staff and other children	Prior to the winter lockdown, groups of 15 primary school and 15 secondary school children were allocated different days at the playground in order to keep them apart as simultaneous bubbles caused distress when the numbers were low. This is not likely to be the case during the Easter holidays. Hence ... (see next column)	From 31 March 2021, in accordance with government guidance, we will open, on a first-come-first-served basis* to: a) 15 primary school children at any one time; and b) 15 secondary children at any one time, all places allocated to prior registered children only. <i>*But see risk 6 below</i>	Playwork team members on door duty. All staff. Senior playworker	31 March 2021	
6. Unaccompanied children may arrive at the playground above the max number of 15 per age group.	Until now all registered children have been admitted (and unregistered children, if unaccompanied).	If an unaccompanied child is adjudged by the staff team to be at risk if not admitted, they will be admitted.	Playwork team members on door duty. All staff. Senior playworker	31 March 2021	
7. Staff at risk of exposure to COVID-19 whilst travelling to and from work	a) Staff encouraged to walk, drive or cycle. b) Wherever possible work hours to a void rush hour. c) Staff not required for play sessions or other practical duties work from home d) Staff encouraged to take weekly asymptomatic Covid tests and	Review with staff	Director and senior playworker	Weekly	

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	provided with information of test centres.				
8. Several staff members becoming infected results in playground closure	Staff maintain distance from children wherever possible.	<ol style="list-style-type: none"> Staff members to be divided into teams of 3 and allocated to specific groups of 15 children. If staff members become symptomatic or test positive for Covid-19 <i>see protocol 2.</i> 	Director and senior playworker	31 March and reviewed weekly.	
9. Asymptomatic children spread infection through contact with playground surfaces and each other	<p>a) Children* and staff wash their hands with soap and water for a minimum of 20 secs, at the very minimum:</p> <ul style="list-style-type: none"> on arrival at the playground after using the toilet after handling waste after breaks and sporting activities before food preparation (if appropriate) before eating any food, including snacks before leaving playground (*younger children supported as necessary) <p>b) Designated members of staff clean surfaces, door handles, toilets and outside equipment etc. throughout the day, using standard cleaning products such as detergents and bleach. As a minimum, frequently touched surfaces are wiped down at the beginning and end of each play</p>	Review with staff	All staff, children and visitors. Monitored by playwork team and senior playworker.	w.b. 31 March	

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	session day and more frequently depending on: the numbers using the space, whether they are entering and exiting the setting, and access to hand washing and hand-sanitising facilities.				
10. Asymptomatic children playing inside increase risk of infection spread.	<ul style="list-style-type: none"> a) All activities outside <i>until second half of Autumn term</i>. In the event of rain, children shelter in a distributed way under the playground structures and other outdoor covered areas which are well ventilated. b) Children only access the indoor area for registration on arrival and subsequently to use the toilets. c) One-way route of travel around the designated play areas, to and from the toilets/entrance/exit clearly set out. 	<ul style="list-style-type: none"> 1. From after half-term, due to colder weather, primary-school children to be allowed inside in separate groups of 15 per building supervised by designated playworkers. 2. Outside play the default; access to inside space for younger children only, other than exceptional need. 3. Inside play sessions to avoid sharing of equipment or materials. 4. All staff to wear masks unless exempt. 5. All materials and equipment to be disinfected after each session. 	All staff	w.b. 31 March	
11. Asymptomatic children and/or staff spread infection through other symptoms e.g. sneezing/runny nose	<ul style="list-style-type: none"> a) Children and adults advised to cover their mouth and nose with a disposable tissue when they cough or sneeze. b) Tissues widely available but otherwise coughing and sneezing to be into crook of elbow. c) If so, protocol 1 is followed. d) Children will be reminded to wash their hands afterwards. 	<ul style="list-style-type: none"> 1. Tissues supply to be replenished. 2. Signs to be regularly checked in case of need for replacement. 	Senior playworker	w.b. 31 March	

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12. Symptomatic child infects others at the playground	<ul style="list-style-type: none"> a) Notice in entrance foyer displays symptoms and action to take by symptomatic person. b) Staff member on the door asks new arrivals if they have symptoms c) A symptomatic child should not enter. Protocol 1 is followed. d) If a child enters and subsequently becomes symptomatic, or has a positive test, see protocol 1. 	Protocols to be agreed by board, shared in detail with staff and displayed in playground office.	Director and staff team	17 March	
13. Symptomatic member of staff infects others at the playground	<ul style="list-style-type: none"> a) A member of staff with Covid symptoms should not come to work. b) If a member of staff at work subsequently becomes symptomatic, or has a positive test see protocol 2 	Protocols to be agreed by board, shared in detail with staff and displayed in playground office.		17 March	
14. Asymptomatic member of staff infects colleagues.	<ul style="list-style-type: none"> a) Staff maintain 2m distance b) Staff wash hands whenever entering the building, and after handling materials or equipment. c) Masks worn inside unless exempt. d) No more than 2 people at a time in offices, small rooms, or kitchen, or 1 at a time if longer than 15 minutes. 	Protocols to be agreed by board, shared in detail with staff and displayed in playground office.		17 March	
15. Symptomatic visitor infects others at the playground	<ul style="list-style-type: none"> a) A visitor with Covid symptoms should not enter. b) If a visitor subsequently becomes symptomatic, or has a positive test see protocol 3 	Protocols to be agreed by board, shared in detail with staff and displayed in playground office.		17 March	

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16. Food and drink preparation and consumption increases risk of spread	<ul style="list-style-type: none"> a) No children involved in food or drink preparation or b) Staff wash their hands with soap and water for a minimum of 20 seconds before handling food and water. c) All fruit and veg washed thoroughly d) No food, crockery or utensils shared. 	Review with staff	Senior playworker and team	17 March	
17. Staff member providing essential contact with asymptomatic child (e.g. first aid) becomes infected	<ul style="list-style-type: none"> a) Staff to wear PPE: disposable gloves, and fluid-repellent face masks. b) Staff member washes hands for a minimum of 20 seconds with soap and water. 	<ul style="list-style-type: none"> 1. Check and maintain stocks of PPE 2. Monitor these weekly 	Director and senior playworker	Monitor weekly	
18. Staff member providing essential contact with asymptomatic child who has SEND becomes infected.	<ul style="list-style-type: none"> a) Staff to wear PPE: disposable gloves, and fluid-repellent face masks. b) Staff member washes hands for a minimum of 20 seconds with soap and water. 	<ul style="list-style-type: none"> 1. Children with EHC plans to be assessed individually in consultation with parent/carers for ability to follow Covid safety rules. 2. Playwork team and director to decide what additional measures may be needed for individual children. 	Senior playworker and team	Review weekly	