



Head Office: DNA Kids Ltd. DNA House, Rydal Drive, Maldon, Essex CM9 5LG
 Tel: 01245 401 401 | Email: hello@dnakids.co.uk

COVID-19 Risk Assessment

Date of Assessment: **01.09.20**

Carried Out By: **Darren Bewley**

| What are the hazards? | Who might be harmed and why? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|--------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------|
| Getting or spreading coronavirus by not washing hands or not washing them adequately | Staff Parents Children | <ul style="list-style-type: none"> Provide training and written guidance to staff on safe hygiene practices in line with government guidance. Staff to wash their hands with soap and water or use hand sanitiser frequently, including before an event and afterwards. Staff to provide hand sanitiser for children to use at the event or activity in the event of no soap and water being available. Staff to encourage and oversee children at events to frequently wash their hands with soap and water or use hand sanitiser. | <ul style="list-style-type: none"> Remind and update staff on any changes to government guidance on safe hygiene practices. Staff to report any concerns to management. | Staff Parents Children | On-going |

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| | | <ul style="list-style-type: none"> Provide advice to customers and parents on safe hygiene practices on our website through our Parents Party Guide. | | | |
| Getting or spreading coronavirus by not cleaning props and equipment | Staff Parents Children | <ul style="list-style-type: none"> Use the guidance as set out in the Controls section of this risk assessment. Identify surfaces that are frequently touched by multiple people, e.g. shared props and equipment and specify the frequency and level of cleaning required by staff. Provide training and written guidance to staff on how to effectively clean props and equipment and with which cleaning products. | <ul style="list-style-type: none"> Remind and update staff on any changes to government guidance on safe cleaning practices. Staff to report any concerns to management. | Staff | On-going |
| Contracting or spreading the virus by not social distancing | Staff Parents Children | <ul style="list-style-type: none"> Identify any potential close proximity risks to staff, children or parents in our events or activities and take steps to adapt our services to mitigate or control the spread of the virus through social distancing and other mitigation measures. Ensure staff understand and follow the current government guidance | <ul style="list-style-type: none"> Remind and update staff on any changes to government guidance on social distancing. Staff to report any concerns to management. | Staff Parents Children | On-going |

on social distancing of 2 metres or where this is not possible, 1 metre with mitigation measures.

- Provide training and written guidance to staff on how to safely social distance and of the social distancing adaptations to our events and activities to mitigate or control the risk of spreading the virus.
- Encourage and monitor the children at our events and activities to safely social distance and where needed, to provide friendly assistance or guidance to help them do so.
- Advise parents and their children not to travel with people outside of their household.
- Advise parents to stagger arrival times to the event.
- Advise parents to drop their children off at the events and activities and not to stay wherever possible.
- Keep group sizes to 15 children wherever possible and take additional steps to control and mitigate risk should the group size exceed this.
- Where it is difficult to maintain social

distancing indoors, staff to wear face shields and apply mitigation measures, such as avoiding face to face working/contact.

- Advise parents spectating indoors to wear a face covering in line with current government guidelines.
- Provide parents with additional social distancing advice on our website.
- Advise parents to wear appropriate PPE if travelling by public transport.
- Create additional outdoor activities, performances and events for children to participate in and host events outdoors wherever possible.
- Take contact details of the children's parents and keep on record for 21 days for NHS Test and Trace purposes.
- Assist NHS Test and Trace however necessary if contacted.
- Children and/or their parents are not to attend events or activities if they are feeling unwell or have Coronavirus symptoms.

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| <p>Poor workplace ventilation leading to risks of coronavirus spreading</p> | <p>Staff Parents Children</p> | <ul style="list-style-type: none"> • Host events and activities outdoors wherever possible. • Advise staff and parents to open windows and doors where it is safe to do so. | <ul style="list-style-type: none"> • Create new outdoor activities and events for children. | <p>Staff Parents Venue Operator</p> | <p>On-going</p> |
| <p>Increased risk of infection and complications for vulnerable staff</p> | <p>Staff</p> | <ul style="list-style-type: none"> • Identify staff that fall into one of the following categories: <ul style="list-style-type: none"> - Clinically extremely vulnerable. - People self-isolating. - People with symptoms of Coronavirus. • Discuss with staff what their personal risks are and take steps to mitigate any concern or risk where needed. • Staff are not to come to work if they have Coronavirus symptoms and must self-isolate and contact NHS Test and Trace. | <ul style="list-style-type: none"> • Continue to discuss any concerns and work with staff regarding any safe working or vulnerability concerns. • Remove staff from the workplace in the event of any Coronavirus symptoms or self-isolation and request they contact NHS Test and Trace. | <p>Staff</p> | <p>On-going</p> |