



Covid 19 Risk Assessment: DTL Stay and Play

Date of assessment: September 2021 (V1)

Carried out by: Tina Heard

Hazards	Levels of risk 1-3	Likelihood 1-3	Action	Action taken by	Likelihood after action taken
STAY AND PLAY SESSIONS					
Access to Building	3	1	<ul style="list-style-type: none"> One way system in operation Hand sanitiser to be used upon entry All adults to wear masks when indoors (unless exempt) Entry to building will not be allowed before 9.30am Please maintain social distancing when queuing outside Windows to remain open during session 	Staff	1
Member attendance	2	2	<ul style="list-style-type: none"> Members must pre book and pay for a place to attend for sessions through website www.derbyshiretoylibraries.org/stay-and-play No cash will be handled during the session Numbers will be limited for each session to 15 families initially, increasing to 20 if considered Covid safe Members are asked not to attend if they or any of their household have Covid symptoms If members develop symptoms within 10 days of attending a session, they must inform DTL organisers. www.derbyshiretoylibraries.org/contact Hand sanitiser will be available for use on entry and during sessions 	Staff and Members	1
Toy lending	2	2	<ul style="list-style-type: none"> Toys used for play sessions cannot be borrowed on the same day Toy lending/hire must be arranged through click and collect www.derbyshiretoylibraries.org/click-collect Toys borrowed or hired cannot be returned to Stay and Play sessions 	Staff	1

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Infection Control	3	2	<ul style="list-style-type: none"> ● Everyone in attendance to use hand sanitiser on entry ● Wipes/cleaning solutions will be readily available to wipe down toys/surfaces as and when required ● Bin will be provided for disposal of wipes at entrance and exit ● <u>Baby Area</u> – there will be an expectation on parents using this area that they regularly wipe down toys being shared amongst our younger members ● No children’s snacks or drinks will be given out during sessions to reduce the risk of cross-contamination through passing/sharing ● Members are asked to give food and drink before the session and not share anything ● Adult drinks will be supplied – once finished members to put cup in designated plastic box for sterilising/cleaning ● Windows to remain open and doors when safe to do so. ● Families will be encouraged to practice social distancing where practically possible ● Clear zones will be set up for stay and play to minimise the number of toys to be out ● Toys will be cleaned during sessions and at the end before being packed away ● Welcoming and packing away songs will be introduced but there will be no large group singing ● There will be no signing in sheet – members will be ticked off on attendance sheet by session leader ● To comply with Community Hall booking conditions, a record of names and contact details of attendees will be kept for a period of 3 weeks for NHS Track and Trace if required. ● To minimise contact, sessions must be paid in advance (see Member Attendance section above) ● Only one family/bubble to be in toilets at any one time. ● In the event of someone becoming unwell with suspected COVID-19 symptoms at a session, they will be asked to sit in the designated area at the back of the hall. Other members will be asked to leave and advised to launder their clothes asap. 	Staff and members	1
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1= Low, 2=Moderate, 3= High (Levels or risk and likelihood are added to produce the Results)

T= Trivial Risk, C=Controlled Risk, N= Not Controlled, U=Unable to Conclude additional information required

Total Risk: 1-3=T, 4-5=C, 6-7=N, 8=U

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