



Risk Assessment

COVID19 RISK ASSESSMENT

Most people who are infected with Covid19 will experience mild symptoms, such as a cough and a fever and a lack of taste and smell and will recover without the need for specialist treatment. Evidence suggests that children are less likely to develop severe symptoms of the disease, but can still transmit the disease to others.

The aim of this risk assessment is to reduce the risk of spreading Covid19 within the club as far as possible, by identifying and implementing measures that will help to keep staff, children and their families safe from infection.

The risk	What is the risk	Risk level (H/M/L)	What steps have you implemented to reduce the risk?	Risk level (H/M/L)
Venue	<ul style="list-style-type: none">• Fire safety procedures	M	<ul style="list-style-type: none">• Adapted emergency evacuation procedures, to allow for separate groups to assemble in different areas outdoors, using separate exit points from the building	L

	<ul style="list-style-type: none"> • Are changes to the way the building is used safe for children and staff? For example, room dividers may prevent safe exit from the building in case of an emergency 	M	<ul style="list-style-type: none"> • We have made sure that all entrances and exits are clear and accessible and that room dividers don't obstruct movement around the space 	L
	<ul style="list-style-type: none"> • First aid – are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders? 	M	<ul style="list-style-type: none"> • Additional first aid kits can be obtained from the office and will be distributed throughout the club, for ease of access. 	L
	<ul style="list-style-type: none"> • Communal room for example staff rooms, not complying with social distancing requirements and safe working practices 	M	<ul style="list-style-type: none"> • Staff will not enter staff room with any other person to comply with social distancing requirements. 	L

	<ul style="list-style-type: none"> Waste building up, within the building, increasing the risk of infection Limited ventilation 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> Bins will be emptied after each session, and be disposed of in the external waste management facilities <p>Where possible, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection</p>	<p>L</p> <p>L</p>
Movement around the club	<ul style="list-style-type: none"> Entrances causing people to congregate, preventing social distancing. 	<p>M</p>	<ul style="list-style-type: none"> Implemented a one-way system, so people enter and leave by different doors, which should prevent bottlenecks forming. We will use the door buzzer so that parents can notify when they are here to collect their 	<p>L</p>

	<ul style="list-style-type: none"> • Overcrowding in room and hallways 	M	<p>child/children. Staff will ensure no parents enter the building, staff member will take the child to the parent/carer. Sign will be on the door stating this.</p>	L
	<ul style="list-style-type: none"> • Spread of virus due to numbers of people using the setting 	H	<ul style="list-style-type: none"> • We will run activities outside, as far as possible 	L
Cleaning and reducing contamination	<ul style="list-style-type: none"> • Use of play equipment for groups of children 	M	<ul style="list-style-type: none"> • Children will wash hands before using play equipment and equipment will be cleaned after use, with sanitiser 	L

	<ul style="list-style-type: none"> Shared resources and equipment increasing the risk of infection 	M	<ul style="list-style-type: none"> Children will clean hands between activities and equipment will be cleaned after use 	L
	<ul style="list-style-type: none"> Handwashing facilities are insufficient for increased needs 	M	<ul style="list-style-type: none"> Ensure children will wash hands properly, staff member to supervise, hand sanitisers available also. 	L
	<ul style="list-style-type: none"> Not enough time for appropriate handwashing 	M	<ul style="list-style-type: none"> Additional time has been built into the schedule to allow for good handwashing techniques to be adopted. 	L
	<ul style="list-style-type: none"> Children not using suitable handwashing techniques 			
	<ul style="list-style-type: none"> Toilets being overcrowded 	M	<ul style="list-style-type: none"> A member of staff of staff will supervise handwashing at 	L

	<ul style="list-style-type: none"> Contaminated surface spreading the virus Excess equipment and soft furnishings which cannot be easily sanitised 	<p>H</p> <p>M</p>	<p>the start of club. We use activities to demonstrate how quickly germs spread and how good handwashing techniques limit this – eg Glitter germs activity.</p> <ul style="list-style-type: none"> Staff will monitor use of toilets and as far as possible, during the session, will encourage children to use a policy of one in, one out. Frequently-touched surfaces, such as handles, door plates, light switches, table tops and toys will be regularly cleaned with anti-bacterial spray or wipes, before, 	<p>L</p> <p>L</p>
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	<ul style="list-style-type: none"> • Access to suitable supplies of cleaning materials • Staff and children not understanding the need for good personal hygiene and handwashing 	M	<p>during and after each session.</p> <ul style="list-style-type: none"> • Remove unnecessary furniture, equipment and soft furnishings and place into storage. • The manager will source a suitable supply of cleaning Materials. • Public health posters will be displayed throughout the club, to convey the importance of these measures 	L
Staffing	<ul style="list-style-type: none"> • Staff not fully understanding the changes that have been introduced, 	H	<ul style="list-style-type: none"> • Staff will be given training to address the changes 	L

	<p>so not adopting safe practices</p> <ul style="list-style-type: none"> • Not enough staff to meet the additional cleaning and supervision requirements • Are staff safe to work – including those with high risk factors, or other underlying health factors, or with vulnerable or shielding family members, or other increased risk factors – eg travelling to work by public transport <p>Anxiety levels of staff, preventing them from attending work</p>	<p>M</p> <p>H</p>	<ul style="list-style-type: none"> • Recruitment process to begin, to get additional staff, to meet the increased needs. • Staff will be deployed in order to mitigate risks – ie those will increased risk will be deployed on kitchen duties, or outside. For those staff in the highest risk category, we will determine whether it is safe for them to return to work, or if they need to remain furloughed, until the risk subsides. 	<p>L</p> <p>L</p>
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	Limit the risk to staff		.All staff to wear face coverings for duration of the breakfast and afterschool sessions.	
Children	<ul style="list-style-type: none"> Children of critical key worker status only permitted to use The Club during this lockdown Children with EHCP 	H	<p>Headteacher has provided myself with a list for children who will be attending school, therefore I am aware of which children are not permitted to join at this time.</p> <ul style="list-style-type: none"> Discuss with parents, whether or not it is safe for these children to attend the club at this time. If it is safe then individual risk assessments will be undertaken and appropriate support measures will be implemented. 	L

	<ul style="list-style-type: none"> Children unable to follow guidance 	H	<ul style="list-style-type: none"> Use child friendly approaches to explain the need to follow guidelines – eg glitter germ activity to promote good handwashing techniques. Discuss with parents, to ensure that rules are reinforced at home. If the child is still unable to follow the guidance, we may have to withdraw their place at the club. 	L
	<ul style="list-style-type: none"> Early years children not able to understand that they can't mix with other groups within the setting – this may be a 	M	<ul style="list-style-type: none"> Where possible, Early Years children will be located in a separate room, to limit the possibility of them mixing 	L

	<p>particular issue with siblings attending</p> <ul style="list-style-type: none"> Member of a group becoming unwell, with symptoms of Covid19 	H	<p>with the older children.</p> <ul style="list-style-type: none"> If this happens, the child with symptoms will be separated from the rest of the children and their parents will be contacted to collect them immediately. Ideally the child should be kept in a well-ventilated location. If the member of staff caring for this child is not able to maintain a distance of 2 metres, then personal protective equipment should be used – eg disposable apron, mask and gloves. These should be 	L
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	<ul style="list-style-type: none"> Protecting vulnerable children 	H	<p>disposed of following government guidelines.</p> <p>When the child is sent home, they will be advised to self-isolate and to arrange for a test, via the internet at NHS.UK or by phoning NHS 119</p>	
	<ul style="list-style-type: none"> Children not remaining in their allocated groups 	M	<ul style="list-style-type: none"> A separate risk assessment will be undertaken in conjunction with the parents, before deciding if these children are safe to attend the club. Room dividers will be used to keep groups separate, but if a child repeatedly fails to stay within their group, we may 	<p>L</p> <p>L</p>

	<ul style="list-style-type: none"> • Risk of infection when parents sign children in and out of the club • Staff not accessing testing services, if they are symptomatic 	<p>M</p> <p>M</p>	<p>ask parents to remove them from the club, and withdraw the child's place for future sessions</p> <ul style="list-style-type: none"> • A member of staff will sign children in and out • Staff will all be given details of how to access testing services and will be advised not to come to work if they are symptomatic. If they do arrive at work, displaying symptoms of Covid19, they will be asked to go home and self-isolate for 7 days, 	<p>L</p> <p>L</p> <p>L</p>
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			or until the symptoms have gone.	
Provision of food	<ul style="list-style-type: none"> • Spreading Covid19 during food production • Cater staff understand the need for enhanced hygiene measures • Proximity of children at snack time and risk of contamination of free to access foods 	<p>H</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Kitchen facilities comply with the latest Covid19 guidance to reduce the risk of infection and contamination. • Food that is produced on site complies with Covid19 health and hygiene guidance • Snacks will be taken in rotation, to prevent children from sitting too close together. Children will no longer be able to help themselves to foods during snack time unless they bring their own snack to the 	<p>L</p> <p>L</p> <p>L</p>

			club. A member of staff serve the food to the children.	
Communications	Parents, delivery drivers and other persons using/visiting the setting not understanding the revised procedures at the club	M	Posters will be displayed at entry points to highlight the changes we have implemented. Newsletters will be sent to parents, specifying changes to procedures	L

To reduce the spread of infection you should:

- Wash your hands regularly, using soap and water, for at least 20 seconds
- Use hand sanitiser, only If soap and water are not available,
- Use tissues, when sneezing or coughing and put them in the bin straight after use
- If there are no tissues, use the crook of your arm
- Avoid touching your eyes, nose and face
- Clean and disinfect regularly touched surfaces and objects
- Maintain social distances, especially if someone appears to be unwell
- Do not attend the setting for 10 days, if you have been in contact with someone who has tested positive for Covid19
- Wear a face covering