

# schoolfriendclubs

## Covid19 Risk Assessment

Most people who are infected with Covid19 will experience mild symptoms, such as a cough and a fever, and will recover without the need for specialist treatment. Evidence suggests that children and adolescents 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.

Risk assessment conducted by Lesleta Jackson	Date of risk assessment: 23rd July 2020
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Area for assessment	What is the risk?	Risk level (H/M/L)	What steps have you implemented to reduce the risk?	Risk level (H/M/L)
Venue: Julians Primary School	<ul style="list-style-type: none"> <li>Fire safety procedures</li> </ul>	M	<ul style="list-style-type: none"> <li>Adapted emergency evacuation procedures, to allow for separate groups to assemble in different areas outdoors.</li> </ul>	L
	<ul style="list-style-type: none"> <li>Are changes to the way the building is used to make it safe for children and staff? (eg do room dividers prevent safe exit from the building in case of an emergency?)</li> </ul>	M	<ul style="list-style-type: none"> <li>We will make sure that all entrances and exits are clear and accessible if room dividers are put into place around the setting.</li> </ul>	L
	<ul style="list-style-type: none"> <li>First aid - are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders?</li> </ul>	M	<ul style="list-style-type: none"> <li>Additional PPE have been purchased and distributed throughout the club. We will have first aiders present at each session and if first aid treatment is needed staff are to wear relevant PPE equipment.</li> </ul>	L
	<ul style="list-style-type: none"> <li>Any new practices will not be maintained, which will increase the risk of spreading Covid19</li> </ul>	M	<ul style="list-style-type: none"> <li>No new practices are in place now which will increase the spread of Covid 19</li> <li>NA</li> </ul>	L

	<ul style="list-style-type: none"> <li>• Communal room, eg staff rooms, not complying with social distancing requirements and safe working practices</li> <li>• Waste building up, within the building, increasing the risk of infection</li> <li>• Limited ventilation</li> </ul>	<p>M</p> <p>L</p>	<ul style="list-style-type: none"> <li>• Bins will be emptied at the end of each session, and be disposed of in the external waste management facilities</li> <li>• Where possible, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection</li> </ul>	<p>L</p> <p>L</p>
<p>Movement around the club</p>	<ul style="list-style-type: none"> <li>• Entrances causing people to congregate, preventing social distancing.</li> <li>• Overcrowding in room and hallways</li> <li>• Increased numbers at certain times of day, eg break and lunch, compromising social distancing</li> <li>• Spread of virus due to numbers of people using the setting</li> </ul>	<p>H</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>• We will follow the schools system which is in place for moving around the school and when parent come to collect and drop off we will operate on staff taking the children down to the entrance doors so parents haven't got to come into the building. We will contact parents to notify them of this and club mobile numbers will be on the door if parents need to contact staff to say they are ready for collect or drop off. Parents/carers go to the back gate to collect children as this is closer and outside.</li> <li>• Parents are to as wait for the staff to bring their child to them rather than enter the building.</li> <li>• Parents are to ring the bell and then step away from the door. Only 2 parents to congregate in the reception area at any one time to enhance Social Distancing.</li> <li>• Divided up rooms to keep year groups in bubbles, we will follow school systems in the hallways. When using the toilet's, the children will go in bubbles at set times.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

			<ul style="list-style-type: none"> <li>• NA, but whilst children are playing outside in the playgrounds, we will maintain social distancing measures</li> <li>• We will have activities outside, as much as possible, and split children into small groups with the correct ratio of staff when inside.</li> </ul>	
Cleaning and reducing contamination	<ul style="list-style-type: none"> <li>• Use of play equipment for groups of children</li> <li>• Shared resources and equipment increasing the risk of infection</li> <li>• Handwashing facilities are insufficient for increased needs</li> <li>• Not enough time for appropriate handwashing</li> <li>• Children not using suitable handwashing techniques</li> <li>• Toilets being overcrowded</li> </ul>	<p>M</p> <p>M</p> <p>L</p> <p>M</p> <p>H</p> <p>M</p>	<ul style="list-style-type: none"> <li>• Children will wash hands before using play equipment and equipment will be cleaned after use, with sanitiser.</li> <li>• Children will clean hands between activities and equipment will be cleaned after use. Also, only small numbers of children will be using the equipment as we will have children in year bubbles.</li> <li>• Fixed hand sanitiser pumps will be stationed around the setting.</li> <li>• Additional time has been built into the schedule to allow for good handwashing techniques to be adopted.</li> <li>• A member of staff will supervise handwashing. We use activities and circle times to demonstrate how quickly germs spread and how important it is to do good hand washing.</li> <li>• 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.</li> <li>• Frequently touched surfaces, such as handles, door</li> </ul>	<p>M</p> <p>L</p> <p>L</p> <p>L</p> <p>M</p> <p>L</p>

	<ul style="list-style-type: none"> <li>Contaminated surface spreading the virus</li> <li>Excess equipment and soft furnishings which cannot be easily sanitised</li> <li>Access to suitable supplies of cleaning materials</li> <li>Staff and children not understanding the need for good personal hygiene and handwashing</li> </ul>	<p>H</p> <p>H</p> <p>M</p> <p>H</p>	<p>plates, light switches, tabletops, and toys will be regularly cleaned with anti-bacterial spray or wipes, before, during and after each session.</p> <ul style="list-style-type: none"> <li>Remove unnecessary furniture, equipment and soft furnishings and place into storage.</li> <li>The manager will source a suitable supply of cleaning materials. Stock takes will be undertaken on a weekly basis to ensure that suitable levels are maintained</li> <li>Public health posters will be displayed throughout the club, to convey the importance of these measures. As well as staff talking to the children regarding the importance.</li> </ul>	<p>M</p> <p>L</p> <p>L</p> <p>L</p>
Staffing	<ul style="list-style-type: none"> <li>Managers not having suitable training to enable to address the changed situation with confidence</li> <li>Staff not fully understanding the changes that have been introduced, so not adopting safe practices</li> <li>Not enough staff to meet the additional cleaning and supervision requirements</li> <li>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</li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>Managers and staff will access online Covid19 training</li> <li>Staff will be given training to address the changes and our daily environment checks will be updated to ensure that they do not get overlooked.</li> <li>Head office to advice to staff that time will be made available for the additional cleaning and this will be reviewed if needed.</li> <li>Head office will contact all staff to confirm that they are safe to return to work. For those staff who are traveling on public transport we will make sure the staff are following the correct guidelines to keep them safe.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

	<ul style="list-style-type: none"> <li>Anxiety levels of staff, preventing them from attending work</li> </ul>	H	<ul style="list-style-type: none"> <li>We will have the staff available to cover where possible, but will offer training and protective equipment as required to reduce the risk of infection for staff and help to alleviate anxiety levels by doing regular checks on their wellbeing.</li> </ul>	L
Children	<ul style="list-style-type: none"> <li>Children with EHCP</li> </ul>	M	<ul style="list-style-type: none"> <li>Discuss with parents, whether it is safe for these children to attend the club currently. If it is safe, then individual risk assessments will be undertaken, and appropriate support measures will be implemented.</li> </ul>	L
	<ul style="list-style-type: none"> <li>Children unable to follow guidance</li> </ul>	H	<ul style="list-style-type: none"> <li>Use child friendly approaches to explain the need to follow guidelines and 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.</li> </ul>	L
	<ul style="list-style-type: none"> <li>Early years children not able to understand that they cannot mix with other groups within the setting - this may be an issue with siblings attending</li> </ul>	M	<ul style="list-style-type: none"> <li>Where possible, Early Years children will be in a separate room/area, to limit the possibility of them mixing with the older children. <b>Small groups of Early Years Children can be supervised in a separate area in the main hall or in a separate classroom when we are not in the hall.</b></li> </ul>	L
	<ul style="list-style-type: none"> <li>Member of a group becoming unwell, with symptoms of Covid19</li> </ul>	H	<ul style="list-style-type: none"> <li>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 2 metres, then personal protective equipment should be used - eg disposable apron, masks, and gloves. These should be disposed of following government</li> </ul>	H

	<ul style="list-style-type: none"> <li>Protecting vulnerable children</li> <li>Children not remaining in their allocated groups</li> <li>Risk of infection when parents sign children in and out of the club</li> <li>Staff not accessing testing services, if they are symptomatic</li> </ul>	<p>H</p> <p>M</p> <p>M</p> <p>M</p>	<p>guidelines. 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"> <li>A separate risk assessment will be undertaken in conjunction with the parents, before deciding if these children are safe to attend the club.</li> <li>We would talk to the child and remind them of how important it is to stay in the groups and if continues we would have to speak to the parents.</li> <li>A member of staff will sign children in and out</li> <li>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, or until the symptoms have gone.</li> </ul>	<p>L</p> <p>L</p> <p>M</p> <p>L</p>
Transport	<ul style="list-style-type: none"> <li>Managing social distancing whilst transporting children to the club</li> <li>Use of public transport</li> </ul>	M	<ul style="list-style-type: none"> <li>Parents will be asked to just they own children to club and not to offer lifts.</li> <li>N/A</li> </ul>	L
Provision of food	<ul style="list-style-type: none"> <li>Spreading Covid19 during food production</li> <li>Cater staff understand the need for enhanced hygiene measures</li> </ul>	<p>L</p> <p>M</p>	<ul style="list-style-type: none"> <li>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.</li> <li>All staff have undertaken training to help them meet the increased risks presented by Covid19 and keep up a high level of good hygiene.</li> </ul>	<p>L</p> <p>L</p>

	<ul style="list-style-type: none"> <li>Proximity of children at snack time and risk of contamination of free to access foods</li> </ul>	M	<ul style="list-style-type: none"> <li>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. A member of staff is to serve the food to the children.</li> </ul>	L
Communications	<ul style="list-style-type: none"> <li>Parents, delivery drivers and other persons using/visiting the setting not understanding the revised procedures at the club</li> </ul>	M	<ul style="list-style-type: none"> <li>Posters will be displayed at entry points to highlight the changes we have implemented. Newsletters, emails, and text messages will be sent to parents, specifying changes to procedures</li> </ul>	L
	<ul style="list-style-type: none"> <li>Supplier not understanding or complying with the new arrangements</li> <li>Failure to provide effective communication for staff and parents</li> <li>Parent aggression due to anxiety and stress</li> </ul>	L	<ul style="list-style-type: none"> <li>N/A</li> <li>We will update our website, and Facebook page weekly, or more often, if new arrangements are implemented. We will provide regular newsletters for parents and update a daily noticeboard, which will be situated outside the entrance, to keep parents up to date with daily events at the club. Staff will have regular meetings and daily briefings to ensure that they are kept up to</li> </ul>	L
		M	<ul style="list-style-type: none"> <li>We will aim to reduce this by keeping parents well informed, but should the situation arise, we respond in a calm and controlled manner to de-escalate the situation</li> </ul>	L

\*High / Medium / Low

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 14 days, if you have been in contact with someone who has symptoms of Covid19