

Charlton Wood Out of School Club

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: Cath Purchase and Lucy Long	Date of risk assessment: 27.8.20
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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)
Club Room and related areas	• Fire safety procedures	M	• Adapted emergency evacuation procedures are not required as the children assemble at the rear gate.	L
	• Are changes to the way the building is used safe for children and staff?	M	• All entrances and exits are clear and accessible and don't obstruct movement around the space	L
	• First aid – are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders?	M	• Sufficient first aid kits have been purchased and distributed throughout the club, for ease of access. All club staff are first aiders so there are at least 2 present at each session	L
	• New practices will not be maintained, which will increase the risk of spreading Covid19	M	• A daily environment check will ensure that any new practises are maintained.	L

	<ul style="list-style-type: none"> • Communal room, eg staff rooms, not complying with social distancing requirements and safe working practices • Waste building up within the building, increasing the risk of infection • Limited ventilation 	<p>L</p> <p>M</p>	<ul style="list-style-type: none"> • Use of the staffroom – staff to wash hands on entry if using the staff room. • Bins will be emptied after breakfast and after school club and be disposed of in the external waste management facilities • Where possible, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection 	<p>L</p> <p>L</p>
<p>Movement to/ from and around the club</p>	<ul style="list-style-type: none"> • Entrances causing people to congregate, preventing social distancing. • Overcrowding in room and hallways • Increased numbers at certain times of day, eg snack times, compromising social distancing • Spread of virus due to numbers of people using the setting 	<p>M</p> <p>H</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Staff enter the school via the main school office. They avoid bottlenecks forming. Staggered drop off and collection times reduce the risk of large numbers of people congregating at the doors. School staff access the weekly registers sent by OOSC Admin team with children sent out of classrooms to corridors. OOSC staff do not enter the classrooms. • Children move on the left hand side of the corridors • Staggered snack times to limit numbers eating at once and to maintain social distancing measures <p>Less than 15 children in a bubble in line with government guidelines revised August 20th.</p> <ul style="list-style-type: none"> • Activities to be held outside, as far as possible 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

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 to wash hands on arrival to the club, 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 regularly used 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"> • Additional hand sanitiser will be available for staff 	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. Children will all wash their hands on arrival at breakfast club and before entering the club room for after school club. 	L
	<ul style="list-style-type: none"> • Children not using suitable handwashing techniques 	M	<ul style="list-style-type: none"> • A member of staff of staff will supervise handwashing at the start of the day, during breaks and lunchtime. We use activities to demonstrate how quickly germs spread and how good handwashing techniques limit this – eg Glitter germs activity. 	L
	<ul style="list-style-type: none"> • Toilets being overcrowded 	M	<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. 	L
	<ul style="list-style-type: none"> • Contaminated surface spreading the virus 	M	<ul style="list-style-type: none"> • 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, during and after each session. 	L
	<ul style="list-style-type: none"> • Excess equipment and soft furnishings which cannot be easily sanitised 	M	<ul style="list-style-type: none"> • Remove unnecessary furniture, equipment and soft furnishings and place into storage. 	L

	<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 	<p>L</p> <p>L</p>	<ul style="list-style-type: none"> • The manager, Cath Purchase, will source a suitable supply of cleaning materials and will find alternative suppliers as backup, should this be required. Stock takes will be undertaken on a weekly basis by OOSC team to ensure that suitable levels are maintained • Public health posters will be displayed throughout the club, to convey the importance of these measures (+ children make own posters). 	<p>L</p> <p>L</p>
Staffing	<ul style="list-style-type: none"> • Managers not having suitable training to enable to address the changed situation with confidence • Staff not fully understanding the changes that have been introduced, so not adopting safe practices • 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 family members, or other increased risk factors – eg travelling to work by public transport • Anxiety levels of staff, preventing them from attending work 	<p>M</p> <p>M</p> <p>L</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Managers will access online Covid19 training, then shared with OOSC team online • Staff will be given training to address the changes and daily environment checks will be updated to ensure that they don't get overlooked. • Staff contacted from other clubs and overtime agreed • Staff will be deployed in order to mitigate risks – ie those with increased risk will be deployed on kitchen duties, or outside. • Bank staff available to cover where necessary, but will offer training and protective equipment as required to reduce the risk of infection for staff and help to alleviate anxiety levels. 	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

Children	<ul style="list-style-type: none"> • Children with EHCP 	M	<ul style="list-style-type: none"> • Discuss with parents, if 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 	M	<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"> • Member of a group becoming unwell, with symptoms of Covid19 	L/M	<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 1+ metres, then personal protective equipment should be used – eg disposable apron, mask and gloves. These should be disposed of following government 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 	L
	<ul style="list-style-type: none"> • Protecting vulnerable children 	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. 	L
	<ul style="list-style-type: none"> • Children not remaining in their allocated groups 	L	<ul style="list-style-type: none"> • Children at the school are in one bubble, so this is not currently relevant 	L

	<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>L</p>	<p>Parents will remain off-site and a member of staff will sign children in and out</p> <ul style="list-style-type: none"> • 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 10 days, or until the symptoms have gone. 	<p>L</p> <p>L</p>
Transport	<ul style="list-style-type: none"> • Managing social distancing whilst transporting children to the club • Use of public transport 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Parents will be asked to collect children individually and not lift share. Difficult to implement. • If staff and children have to use public transport, they need to wear facemasks, and should use hand sanitiser before entering and upon leaving the transport. 	<p>M</p> <p>L</p>
Provision of food	<ul style="list-style-type: none"> • Spreading Covid19 during food production • OOSC staff understand the need for enhanced hygiene measures • Proximity of children at snack time and risk of contamination of free to access foods 	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> • Food preparation kept to a minimum to reduce the risk of infection and contamination. Food that is produced on site complies with Covid19 health and hygiene guidance • Staff have undertaken food hygiene training to help them meet the increased risks presented by Covid19 • 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 serve the food to the children. 	<p>L</p> <p>L</p> <p>L</p>

Communications	<ul style="list-style-type: none"> Parents, delivery drivers and other persons using/visiting the setting not understanding the revised procedures at the club 	M	<ul style="list-style-type: none"> Posters will be displayed at entry points to highlight the changes we have implemented. Newsletters and emails will be sent to parents, specifying changes to procedures 	L
	<ul style="list-style-type: none"> Failure to provide effective communication for staff and parents Parent aggression due to anxiety and stress 	M	<ul style="list-style-type: none"> We will update our website weekly, or more often, if new arrangements are implemented. We will provide regular emails for parents, 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 date with any revised government procedures 	L
		L	<ul style="list-style-type: none"> We will aim date to reduce this by keeping parents well informed, but should the situation arise, we respond in a calm and controlled manner in order to de-escalate the situation 	L

*High / Medium / Low

To reduce the spread of infection staff and children will:

- Wash 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 an arm
- Avoid touching eyes, nose and face
- Clean and disinfect regularly touched surfaces and objects
- Maintain social distances, especially if someone appears to be unwell
- Not attend the setting for 14 days (or provide evidence of a negative test result), if have been in contact with someone who has symptoms of Covid19