



Return to Club; Covid-19 Risk Assessment



Risk Assessment for:

Safety recommendations for opening school during COVID-19

Date of Assessment:

June 2020

Identification of hazard	Persons at risk Significant risk presented	Action recommended to control / reduce risk	Residual risk
<p>Children:</p> <p>General</p>	<ul style="list-style-type: none"> • All pupils that come to club will be liable to behavioural restrictions and guidelines in this risk assessment to reduce the risks of spreading Covid-19 within our community • It is recognised by the Government that keeping primary school children at a safe recommended distance of 2M apart is not practicable. All social distancing measures can only be limited with children of this age, particularly the younger children • Hand washing will be prioritised as will the availability of anti-bacterial hand sanitiser • The EYFS department and any other areas we are using will be arranged so that there will be less than 15 children per area • Children will stay in colour coded bubbles of no more than 15 • Any child showing signs of illness that could possibly be connected with Covid-19; cough, sneezing, temperature, loss of smell/taste will not be allowed into club and will be sent home for quarantine. Their parents will be encouraged to seek testing for them • We will follow Government guidelines for dealing with such incidents 		
Morning drop off	Adults mixing with adults from other families whilst waiting for drop off, close contact between families.	Children will be dropped off by adults (using the main one way route) at the main entrance where they will be met, have their temperature checked and recorded and signed in by a member of the Confi-kids team. If a child presents with a temperature then there will be no admission to club. All pupils will be asked to wash their hands on arrival. 2m markings on the floor to ensure distancing of families.	Parents could ignore social distancing. Pupils may wander off from parents and come into contact with other parents.

<p>Transition times</p>	<p>Movement from room to room increases likelihood of contamination of surfaces and contact between children.</p>	<p>Movement between rooms for different activities will be minimised through timetabling. Children given instruction on social distancing when moving through the building. Where possible classrooms will be accessed from outside and corridors will operate on a one way system with signage.</p>	<p>Some movement is still necessary.</p>
<p>Inside time and equipment</p>	<p>Close contact between children and staff increasing spread of Covid-19 through coughs or through indirect transmission (via touching contaminated surfaces) and multi use of equipment could transfer transmission.</p>	<p>Children spread apart as far as possible inside. There will be less than 15 children per bubble with consistent staff members, and all will stay in these groups throughout the day. Antibacterial gel will be available in every room used. All touched surfaces will be cleaned frequently using antibacterial products. All toys, soft furnishings, books and other classroom equipment will be removed. Unessential furniture will also be removed. In case of a known infection of child or staff member the rooms used will be closed and deep cleaned. Equipment that is used by more than one pupil will need to be cleaned where it is possible. Antiseptic wipes will be used where possible or when safe equipment will be cleaned in buckets of Milton steriliser. All soft toys will be removed. Children will be asked to not bring in anything unnecessary for the day from home.</p>	<p>Children will need to move at times in the classroom which should be monitored. Tissues and wipes used will need to be safely disposed of. Pupils will need to be reminded of hygiene, hand washing, tissues and distancing.</p>

		We will work outside when possible.	
Lunchtime	Eating and talking increases possible threat of spread. Increase of hands touching food and then transferring to mouth is a higher risk of transporting the disease.	Children will be asked to bring in own packed lunch, snacks and water. All food/packaging will be sent home with children. Children to wash hands before and after eating and all surfaces will be cleaned after eating. Children will eat lunch in their bubbles. Pupils will be reminded about good eating habits.	
Playing outside	Children playing together in close contact – increased threat of spread	Whilst it is understood that children of this age are unlikely to be able to abide by social distancing we will be encouraging them to observe some sensible rules. Playtimes will be staggered to help bubbles avoid mixing and equipment will be allocated per bubble group.	Children might still come into contact with other children.
Intimate care of a child	Greater risk of transmission through close contact with child	Gloves (and mask/apron if child is ill) to be worn if staff are assisting with intimate care of a child. If children are ill they are to be isolated with member of staff in full PPE kit and sent home – parents are encouraged to get child tested and remain in isolation for 14 days or until negative test result.	
First aid treatment	Increased risk of spread through close contact	First aider to wear PPE when treating and pupil isolated if possible. Tissues and cleaning materials to be disposed of in line	

		with cleaning guidance. Pupil sent home if required and advised to follow guidance for households with possible COVID-19 infection.	
Afternoon pick up	Adults mixing with adults from other families whilst waiting for drop off, close contact between families.	Adults asked to wait outside main entrance at a safe 2m distance from each other. A Confi-kids member of staff will deliver child and their belongings to parent and sign them out.	Adults may ignore social distancing guidelines.
STAFF: General:	<ul style="list-style-type: none"> • Staff safety is of utmost importance • Any member of staff who exhibits symptoms will be required to register for a Covid-19 test before returning to work • Confi-kids will supply PPE and hand sanitiser for staff when necessary • Staff should wash their hands frequently • All staff will be required to have their temperature taken and recorded on arrival at club • Guidelines for staff will be discussed prior to the start of club regarding keeping everyone safe – this will include <ul style="list-style-type: none"> - Covid-19 training - Social distancing, safe working practice and common sense measures - Restricting non-essential movement around the school - Cups/mugs personalised - Ensuring pupils keep to rules 		
Morning drop –off	Staff contact with parents which may spread the virus	Staff allocated to drop-off points to direct children to the base room. All other staff to have no contact with parents.	Parents may try to converse with staff.
Transition times	Staff move around the club freely and could increase their transmission or contact with the virus	Staff to limit movement around the club to that which is necessary. Staff to use their own marked cups/mugs and wash them up afterwards. Staff should use hand sanitiser frequently.	Staff still need to get from place to place.
Inside spaces	Staff work in rooms with children	Staff to ensure pupils are seated	

	<p>can could be exposed to multiple numbers of pupils with virus and no symptoms.</p>	<p>as far away from each other as possible. Wash / Sanitise hands before and after each session. Make gel and wipes available. Wash / sanitise any equipment using wipes after use.</p>	
Contact with parents / Afternoon pick up	Staff exposed to parents and families	<p>Pick up times staggered, and adult collecting to wait at a safe distance from others outside the main entrance.</p> <p>1 member of staff from the child's bubble will bring the child out to the adult.</p> <p>Face to face discussions are to be discouraged.</p>	Parents may try to engage staff into face to face discussion.
<p>ALL:</p> <p>Toilets</p> <p>Cleaning of inside areas</p> <p>Start date</p>	<p>Increased risk of transmission on frequent touchpoints</p>	<p>Manage toileting so that there is no cross-contamination between bubbles.</p> <p>One member of staff from each bubble assigned with wiping down the toilets with antiseptic wipes (in PPE) after use by each bubble. Timings of cleaning to be recorded and a thorough clean done by domestic staff at the end of each day.</p> <p>Regular wipe down of door handles, light switches and tables / equipment done and recorded on daily cleaning sheet. Thorough clean at end of day by domestic staff.</p>	
	1 week earlier than local state schools officially break up –	The children we have attending are mainly Elms school children,	

	which is when government guidance suggests holiday clubs should start.	which has broken up for the year, and any external children who are attending are also from schools who have already broken up for the academic year so no cross transmission can happen.	
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Name of Assessor: Claire Coulter

Signature:

Review date: August 2020