#### 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.

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| Risk assessment conducted by: Mr Thomas Nethercott | Date of risk assessment: 01/09/2020 |

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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 | * Fire safety procedures
* Are changes to the way the building is used safe for children and staff?
* First aid – are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders?
* New practices will not be maintained, which will increase the risk of spreading Covid19
* Communal room, e.g. 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
 | MMMMMMM | * Fire evacuation procedures remain as normal as we operate only one bubble/group.
* We have made sure that all entrances and exits are clear and accessible.
* Additional first aid kits have been purchased and distributed throughout the club, for ease of access. We will have at least 2 first aiders present at each session with a first aid kit each when required.
* We have revised our daily environment check to include the new practices implemented, this should ensure that the new practices are maintained.
* Not relevant to the after school provision.
* Bins will be emptied at the end of each day 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. Some doors may be closed during colder months to ensure the welfare of children.
 | LLLLLLL |
| Movement around the club | * Entrances causing people to congregate, preventing social distancing.
* Overcrowding in room and hallways
* Spread of virus due to numbers of people using the setting
 | MHM | * Implemented collection procedures from outside the setting which ensures parents enter and exit from different gates.
* Staggered times for children to move around within the school and during the end of the school day.
* We will run activities outside, as far as possible and within small groups where necessary.
 | LLL |
| Cleaning and reducing contamination | * Use of play equipment for groups of children
* Shared resources and equipment increasing the risk of infection
* Handwashing facilities are insufficient for increased needs
* Not enough time for appropriate handwashing
* Children not using suitable handwashing techniques
* Toilets being overcrowded
* Contaminated surface spreading the virus
* Excess equipment and soft furnishings which cannot be easily sanitised
* Access to suitable supplies of cleaning materials
* Staff and children not understanding the need for good personal hygiene and handwashing
 | MMMMMMMMMM | * Children will wash hands before using play equipment and equipment will be cleaned each week if only the same bubble has used it. Cleaning will take place daily where a new bubble will be using the equipment the following day.
* All equipment used will not have been shared with any other bubbles and in the case it has it will have been carefully cleaned.
* Portable handwashing procedures are in place along with fixed hand sanitiser pumps on walls.
* Additional time has been built into the schedule to allow for good handwashing techniques to be adopted. Children may be checked to ensure they are washing their hands correctly.
* A member of staff of staff will supervise handwashing on arrival of after school club. In addition, child-friendly posters will be on display for children. We may also talk and do activities related to good hand washing.
* 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, tabletops and toys will be regularly cleaned with anti-bacterial spray or wipes, before, during and after each session.
* Remove unnecessary furniture, equipment and soft furnishings and place into storage.
* The manager 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 to ensure that suitable levels are maintained
* Public health posters will be displayed throughout the club, to convey the importance of these measures
 | LLLLLLLLLL |
| Staffing | * 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 or shielding family members, or other increased risk factors – e.g. travelling to work by public transport
* Anxiety levels of staff, preventing them from attending work
 | MMMMM | * Managers will access online Covid19 training and stay up to date on current legislation.
* Staff will be given training to address the changes and our daily environment checks will be updated to ensure that they don’t get overlooked.
* Current levels of staff are adequate to allow time for cleaning and supervision.
* Staff will be deployed in order to mitigate risks – i.e. those will be 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.
* We have 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.
 | LLLLL |
| Children | * Children with EHCP
* Children unable to follow guidance
* Early years children not able to understand that they can’t mix with other groups within the setting.
* Member of a group becoming unwell, with symptoms of Covid19
* Protecting vulnerable children
* Children not remaining in their allocated groups
* Risk of infection when parents sign children in and out of the club
* Staff not accessing testing services, if they are symptomatic
 | MMMMM MMM | * 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.
* Use child friendly approaches to explain the need to follow guidelines – e.g. 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.
* Where necessary, Early Years children will be located in a separate room and bubble, to limit the possibility of them mixing with the older children.
* 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 – e.g. 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* 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 if we decide to operate bubbles, but if a child repeatedly fails to stay within their group, we may ask parents to remove them from the club, and withdraw the child’s place for future sessions.

A member of staff will sign children in and out via our online system only. Parents collect from outside. * 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 test immediately.
 | LLLLLLLL |
| Transport | * Managing social distancing whilst transporting children to the club
* Use of public transport
 | MM | * Parents will be asked to transport children during the holiday, and not lift share. If we go on outings, we will, as far as possible walk in small, appropriately spaced groups
* 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.
 | LL |
| Provision of food | * 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 food.
 | MMM | * 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.
* Catering staff have undertaken training to help them meet the increased risks presented by Covid19
* Children arrival is staggered from school so children naturally eat at different times and therefore avoids lots of children crowding to get or eat food.
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| Communications | * Parents, delivery drivers and other persons using/visiting the setting not understanding the revised procedures at the club
 | M | * Newsletters will be sent to parents, specifying changes to procedures. No visitors are currently attending the setting.
 | L |
|  | * Supplier not understanding or complying with the new arrangements
* Failure to provide effective communication for staff and parents
* Parent aggression due to anxiety and stress
 | MMM | * The manager will email all suppliers with information about changes to arrangements
* We will update our website, and Facebook page if new arrangements are implemented. Staff will have regular meetings and daily briefings to ensure that they are kept up to
* 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
 | LLL |

\*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