#### Quackers Out of School Clubs

#### 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: Anthony Pickford | Updated Date of Risk Assessment: 07/03/2021 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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? (eg do room dividers prevent safe exit from the building in case of an emergency?)
* 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
* Waste building up, within the building, increasing the risk of infection
* Limited ventilation
 | MMMMMM | * Adapted emergency evacuation procedures, to allow for separate groups to assemble in different areas outdoors, using separate exit points from the building
* We have made sure that all entrances and exits are clear and accessible and that room dividers do not obstruct movement around the space
* Additional first aid kits have been purchased and distributed throughout the Club, for ease of access.
* We have revised our daily H & S checklist to include the new practices implemented, this should ensure that the new practices are maintained.
* Where schools are responsible for emptying bins we will take no further action. Where we are required to empty bins these will be emptied at the end of each day. If a bin contains items such as tissues these will be emptied after Breakfast Club as well.
* Where possible and where building security is not compromised, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection
 | LLLLLL |
| Movement around the Club | * Entrances causing people to congregate, preventing social distancing.
* Overcrowding in room and hallways
* Increased numbers at certain times of day, eg Breakfast and Tea, compromising social distancing
* Spread of virus due to numbers of people using the setting
 | MHMM | * We will agree with the school how we hand over from Breakfast Club and how we collect After School. Parents will be encouraged to socially distance outside and asked to call the Club phone when they arrive, and we will deliver the child to them at the door when ready.
* Divided up rooms to keep groups separate, using tables and chairs to denote the separate areas. We will look to work with any markings the School also have in place.
* Staggered eating with children eating in their own bubble, socially distanced between other bubbles.
* We will run activities outside, as far as possible. Children will be split into bubbles. Where these bubbles do not reflect School bubbles social distancing will be required within the bubble. Bubbles will remain constant. Where possible Staff will not swap bubbles. Bubbles will be distanced from each with Staff supervising centrally in the Hall. Tissues and Sanitiser will be available throughout Club.
 | LLLL |
| Cleaning and reducing contamination | * Risk of spreading germs from outside of Club
* Use of play equipment for groups of children
* Shared resources and equipment increasing the risk of infection
* 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
* School Cleaner might have left before Clubs finish
 | MLMMMMMMLMM | * Staff and children will be required to sanitise their hand on arrival to Club
* Children will wash hands before using play equipment and equipment will be cleaned after use, with Anti-bacterial spray. We will have a place for children to leave toys that have been used so that they can be cleaned
* Children will clean hands between activities and equipment will be cleaned after use. Tables and chairs will be wiped down after the session.
* Additional time has been built into the schedule to allow for good handwashing techniques to be adopted.
* A member of Staff will supervise handwashing, whilst maintaining safeguarding principles
* 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, during and after each session.
* Remove unnecessary furniture, equipment and soft furnishings and place into storage, or leave 72 hours between usage.
* We 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
* A member of staff of staff will supervise hand washing, whilst following safeguarding principles.
* Will be discussed with cShool and we will wipe down surfaces, toilet seats, taps, driers etc as applicable.
 |  LLLLLLLLLLL |
| Staffing | * Staff wills 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 – eg travelling to work by public transport
* Anxiety levels of staff, preventing them from attending work
 | HHMMM | * Compulsory team training day is scheduled before start of School year.
* Staff will be given training to address the changes and our daily H&S checklist will be updated to ensure that they do not get overlooked.
* Increase shift lengths to allow time to clean
* Staff will be deployed in order to mitigate risks – i.e. those with an 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 cannot mix with other groups within the setting – this may be a particular issue with siblings attending
* 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
 | MMMHMMHM | * Where we feel a child may struggle with new practices we will 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.
* 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 possible, Early Years children will be located in a separate room, to limit the possibility of them mixing with the older children. Otherwise Staff will pay closer attention.
* 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 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* Where identified, 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 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 and each bubble will have their own Register
* 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, whichever is longer.
 | LLLLLLLL |
| Transport | * Managing social distancing whilst transporting children to the Club
* Use of public transport
 | MH | * Where we pick up offsite, children will be kept in groups based on bubbles. For journeys involving cars, the middle seat will be left empty and window will be fully open.
* 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
* Proximity of children at snack time and risk of contamination of free to access foods
 | MM | * Snacks will be served 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 will serve the food to the children.

Food will be served one bubble at a time | LL |
| Communications | * Failure to provide effective communication for staff and parents
* Parent aggression due to anxiety and stress
 | MM | * We will update our website and email parents if new arrangements are implemented. Staff will have regular meetings and daily briefings to ensure that they are kept up to date.
* 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 to de-escalate the situation
 | LL |
| Moving Around School / Working in Confined spaces | * Not being able to maintain social distancing
 |  | * Where social distancing cannot be maintained and when traveling outside of the club room, masks are to be worn to reduce the risk of spreading the virus
 |  |

\*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