

The AfterSchool 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 clubs 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:	Date of risk assessment:
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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	<ul style="list-style-type: none"> • Fire safety procedures 	M	<ul style="list-style-type: none"> • Adapted emergency evacuation procedures, to allow for separate groups to assemble in different areas outdoors, using separate exit points from the building 	L
	<ul style="list-style-type: none"> • 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?) 	M	<ul style="list-style-type: none"> • We have made sure that all entrances and exits are clear and accessible and that room dividers don't obstruct movement around the space 	L
	<ul style="list-style-type: none"> • First aid - are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders? 	M	<ul style="list-style-type: none"> • Additional first aid kits have been purchased and distributed throughout the club, for ease of access. All our staff have full paediatric first aid certificates 	L
	<ul style="list-style-type: none"> • New practices will not be maintained, which will increase the risk of spreading Covid19 	M	<ul style="list-style-type: none"> • We have revised our daily environment check to include the new practices implemented, this should ensure that the new practices are maintained. 	

	<ul style="list-style-type: none"> • Communal room, eg store 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>M</p> <p>L</p> <p>M</p>	<ul style="list-style-type: none"> • Staff from each bubble will put their equipment away at different times • Bins will be emptied and be disposed of in the external waste management facilities • All doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection. Easily removed fences to be put in front of exits 	
Movement around the club	<ul style="list-style-type: none"> • Entrances causing people to congregate, preventing social distancing. • Overcrowding in room and hallways • Spread of virus due to numbers of people using the setting 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Parents to wait outside premises for children to be passed to them. A bell on the outside of the building will be utilised. Different bubbles leaving from different exits. Our pick up times are already staggered due to parents needs. • Divided up rooms to keep groups separate, using fences to denote the separate areas. Toilets will be accessed one at a time. • We will run activities outside, as far as possible 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
Cleaning and reducing	<ul style="list-style-type: none"> • Use of play equipment for groups of children 	<p>M</p>	<ul style="list-style-type: none"> • Children will wash hands before using play equipment and equipment will be cleaned after use, with sanitiser 	

contamination	<ul style="list-style-type: none"> • 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 	<p>M</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H</p>	<ul style="list-style-type: none"> • Children will clean hands between activities and equipment will be cleaned after use • Portable handwashing stations have been purchased, along with no touch hand sanitiser pumps (Croxley only) • Additional time has been built into the schedule to allow for good handwashing techniques to be adopted. • A member of staff of staff will supervise handwashing when children arrive at the club and also frequently during the sessions. • 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. • 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 	
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	<ul style="list-style-type: none"> • Staff and children not understanding the need for good personal hygiene and handwashing 	M	<ul style="list-style-type: none"> • Public health posters will be displayed throughout the club, to convey the importance of these measures 	
Staffing	<ul style="list-style-type: none"> • Supervisors 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 • 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 	H H M L	<ul style="list-style-type: none"> • Supervisors will access online Covid19 training • 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. • All staff either walk or use their own vehicles to come to work. Staff understand the risks they are taking in working within TASC and also how to minimise these risks • All staff are comfortable to work within our environment and have had the summer working at THC to fully engage with new processes to keep everyone as safe as possible. 	
Children	<ul style="list-style-type: none"> • Children with EHCP 	H	<ul style="list-style-type: none"> • 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. 	

	<ul style="list-style-type: none"> • Children unable to follow guidance 	H	<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. 	
	<ul style="list-style-type: none"> • Member of a group becoming unwell, with symptoms of Covid19 	H	<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 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 	
	<ul style="list-style-type: none"> • Protecting vulnerable children 	H	<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. 	
	<ul style="list-style-type: none"> • Children not remaining in their allocated groups 	H	<ul style="list-style-type: none"> • 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 	

	<ul style="list-style-type: none"> • Risk of infection when parents sign children out of the club • Staff not accessing testing services, if they are symptomatic 	M	<p>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. 	
Transport	<ul style="list-style-type: none"> • Managing social distancing whilst transporting children to the club 	M	<ul style="list-style-type: none"> • Children where possible will be walked to the clubs. 	
Provision of food	<ul style="list-style-type: none"> • 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 foods 	L L L	<ul style="list-style-type: none"> • 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 • Snacks will be taken in own bubbles. Children will no longer be able to help themselves to foods during snack time unless they bring their own snack to the club. A member of staff serve the food to the children. 	
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 	L	<ul style="list-style-type: none"> • Posters will be displayed at entry points to highlight the changes we have implemented. Newsletters will be sent to parents, specifying changes to procedures 	

	<ul style="list-style-type: none"> • Failure to provide effective communication for staff and parents • Parent aggression due to anxiety and stress 	<p>M</p> <p>L</p>	<ul style="list-style-type: none"> • We will update our website, and Facebook page weekly, or more often, if new arrangements are implemented. We will provide regular newsletters for parents . When necessary Staff will have regular meetings and daily briefings to ensure that they are kept up to date. • We will aim 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 	
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*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