



Shanklea Out of School Club Covid19 Risk Assessment (Version 2)

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: Helen Brown - Head Teacher Sarah Brown - School Business Manager Joshua Rutherford - Out of School Club Manager	Date of risk assessment: 1/09/20 Updated 4/03/21 - Shown Green
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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 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. Tables are placed to allow social distancing between base groups, therefore providing clear walkways, allowing all entrances and exits to be easily accessible. Provision is in place to make adjustments and revisit fire drills. Fire risk assessment has been reviewed and the associated modifications / additional measures implemented to maintain an effective fire strategy (e.g. escape routes, doors held open etc). Any changes to the fire risk assessment have been communicated to all staff. <p>(Staff and parent handbooks regarding procedural matters and Health and Safety statutory regulations 20.7.2020/ Trade Union checklists)</p>	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"> First aid kits have been distributed throughout the club, for ease of access. We will have first aiders present at each session, alongside at least 1 fully qualified paediatric first aider. Updated guidance based on HSE advice. Government advice for schools is that no PPE is needed, however, based on HSE advice if PPE is available it should be used. 	
	<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"> • Overcrowding in room and hallways • Increased numbers at certain times of day, eg break and lunch, compromising social distancing 	<p>H</p> <p>M</p>	<ul style="list-style-type: none"> • When collecting your children from our Out of School Club on an evening, adults will come to the Main Office Entrance. • A doorbell system will be implemented to help with this process - parents/guardians will ring the bell, located in the Main Office Foyer to inform the Out of School Club Team of their arrival. Staff will acknowledge their arrival through the office door. Then staff will get their child/children ready and then complete the handover process. • A member of staff will sign the children out, in the presence of the child's parent or guardian. • If it becomes necessary, we will assign different collection points to limit the congregation of parents outside the Club. • Divided up rooms to keep groups separate. Tables are placed to allow social distancing between base groups, therefore providing clear walkways, allowing all entrances and exits to be easily accessible. • Staggered breakfast and snack breaks may be introduced to limit and maintain social distancing measures. • We will run activities outside, as far as possible. 	
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	<ul style="list-style-type: none"> Spread of virus due to numbers of people using the setting 	M	<ul style="list-style-type: none"> A limited number of spaces will be available in the Out of School Club. Children will be in base groups of no more than 15 in each designated zone. 	
Face coverings	<p>Face coverings are worn by adults and may be worn by pupils when moving around communal areas where social distancing is difficult to maintain, such as corridors, and also in classrooms.</p> <p><u>Primary/Middle/Early Years/Special school (years 1 to 6)</u></p> <p>Face coverings are worn by staff and visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas) <u>[children are not required to wear these]</u></p>	M	<p>[Perspex face visors/face shields are not an adequate substitution as they are unlikely to offer protection against aerosol transmission and therefore would need to be worn alongside a face covering].</p> <p>Face coverings are to be used where it is a requirement of the indoor setting and where the activity is taking place in an area in which children in year 7 and above or staff are likely to come into contact with other members of the public and/or where social distancing cannot easily be maintained.</p> <p>The control measures within the (Whole School and Out of School Club) risk assessment are monitored regularly to ensure compliance and the risk assessment is kept under review and shared with staff.</p>	L
Cleaning and reducing contamination	<ul style="list-style-type: none"> Use of play equipment for groups of children Shared resources and equipment increasing the risk of infection Handwashing facilities are insufficient for increased needs 	<p>M</p> <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. Children will clean hands between activities and equipment will be cleaned after use. Portable handwashing equipment and stations and have been purchased. 	

	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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 at key times of the day: the start of the day, during breaks and snack times. We use activities to demonstrate how quickly germs spread and how good handwashing techniques limit this - eg Glitter germs activity. • Children will be carefully monitored to ensure robust handwashing is adopted. • 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 		<ul style="list-style-type: none"> Public health posters will be displayed throughout the club, to convey the importance of these measures. 	
<p><i>Lateral flow device Covid testing carried out incorrectly.</i></p> <p><i>Weekly staff/pupil home testing.</i></p> <p><i>Testing pupils returning to school [year 7 plus]</i></p>	<ul style="list-style-type: none"> <i>Transmission of Covid 19 virus</i> 	H	<p>The national guidance issued in relation to the COVID-19 testing programmes in schools has been implemented: Link to Covid testing documentation/training [delete as appropriate]</p> <p>Following initial on-site testing for pupils in year 7 and above returning to school from 8 March, twice weekly home testing will then be offered to staff/pupils. Although voluntary, this is strongly encouraged by the school.</p> <p>Schools with years 7 and above should retain a small on-site testing centre so they can offer testing to pupils who are unable or unwilling to test themselves at home.</p> <p>Separate school specific risk assessment(s) are in place to cover both on-site and home testing activities [add link to your risk assessments].</p> <ul style="list-style-type: none"> Temporary and teacher training staff should be offered testing in the same way as wider school staff. <p><i>[see NCC model risk assessments: Covid19 Home Testing - School Staff/Pupils Covid19 - Testing on School Sites These are based on the DfE/PHE How to Guides/SOPs but should be tailored to record specific arrangements in place at your school]</i></p>	M
Staffing	<ul style="list-style-type: none"> Managers not having suitable training to enable to address the changed situation with confidence 		<ul style="list-style-type: none"> Manager/staff will access in-house Covid19 training. 	

	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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. (staff daily risk assessment). • Time will be given to key staff to ensure all cleaning and supervision requirements are met. • Staff will be deployed in order to mitigate risks - ie those with 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. 	
Children	<ul style="list-style-type: none"> • Children with EHCP • Children unable to follow guidance 		<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. • A Parental/Guardian Agreement form must be signed for children to attend the out of school provision. Ensuring full understanding of expectations of behaviour and rules that must be followed. • 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 	

	<ul style="list-style-type: none"> • Early years children not able to understand that they can't 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 		<p>still unable to follow the guidance, we may have to withdraw their place at the club.</p> <ul style="list-style-type: none"> • Where possible, Early Years children will be located in a separate base, 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. The child will 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 • A separate risk assessment will be undertaken in conjunction with the parents, before deciding if these children are safe to attend the club. • A social distance will be imposed 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. 	
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	<ul style="list-style-type: none"> Staff not accessing testing services, if they are symptomatic 		<ul style="list-style-type: none"> A member of staff will sign children in and out in the presence of the parent or guardian for that child/children. 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 Use of public transport 		<ul style="list-style-type: none"> Parents/guardians will be asked to transport children and not lift share. 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. 	
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 		<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 to base groups in their zones, in rotation, to prevent children from sitting too close together. 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 will serve the food to the children. Appropriate PPE may be necessary during food preparation. 	

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 		<ul style="list-style-type: none"> Posters will be displayed at entry points to highlight the changes we have implemented. Notices, newsletters and information will be sent to parents, specifying changes to procedures. 	
Communications	<ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> Suppliers will be informed with information about changes to arrangements. We will update our website, and Facebook page weekly, or more often, if new arrangements are implemented. We will provide regular newsletters for parents and update a daily noticeboard, which will be situated outside the entrance, 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. 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. 	
Inadequate first aid provision	<ul style="list-style-type: none"> Serious injury or death First aider contracting coronavirus or spreading virus to others. 	H	<p><i>A review of the first aid needs assessment has taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken. First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information.</i></p> <p><i>First aiders assist at a safe distance from the casualty where possible and minimise the time they share a breathing zone. Where the casualty is able to, they are directed to undertake specific treatments themselves (age dependent) e.g. applying a plaster, running a burn under cold water.</i></p> <p><i>Where available, and appropriate, fluid resistant face mask, gloves, disposable plastic apron and disposable</i></p>	L

eye protection is used which should be kept in or next to first aid kits. (see [FAQ document](#) on dealing with minor accidents)[this is in line with HSE guidance]

CPR

In respect of more serious cases where CPR may be required, the specific advice contained in the [Resuscitation Council UK](#) guidance should be followed particularly in relation to rescue breaths.

As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions

A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.

- Further information is also contained in the Government publication: [Guidance for first responders and others in close contact with symptomatic people with potential COVID-19](#)*

Where First Aid at Work and Emergency First Aid at Work certificates expired on or after 16 March 2020 and staff cannot access requalification training because of coronavirus, staff may qualify for an extension up until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021. Staff must be able to explain why they haven't been able to requalify and demonstrate what steps they have taken to access the training, if asked to do so. See HSE guidance [First aid during the coronavirus \(COVID-19\) outbreak](#)

			<p><i>Schools with early years and nursery facilities should apply the Government guidance in relation to paediatric first aid cover:</i></p> <p><u>Early years foundation stage: coronavirus disapplications - GOV.UK (see section on paediatric first aid and requalification)</u></p>	
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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
- Wear a face covering

Item	Nature of change	Date of Update
<u>Lateral flow device Covid testing carried out incorrectly.</u>	Reference to updated LFD testing requirements (detail in two new separate model risk assessments for On-site and Home Testing)	04/03/2021

<u>Inappropriate decision to implement wearing of face coverings in school</u>	<p>Additions - updates on latest government guidance for schools. Year 7 and above, face covering recommended to be worn in classrooms (where distancing cannot be achieved). Clarification regarding use of visors/face shields.</p> <p>Requirement to keep control measures under review/review risk assessment regularly.</p>	<p>04/03/2021</p>
<p><u>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</u></p> <p><u>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</u></p>	<p>Additional risk - outlining first aid procedures.</p>	<p>04/03/21</p>