



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: Hannah Forster and Kamaldeep Kaur	Date of risk assessment: 11.09.2020
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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	<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 at the muster point standing 2 metres apart. Fire Drill to practise new procedure held on first day of re-opening to ensure that all staff and children are aware of adapted procedure. 	L
	<ul style="list-style-type: none"> Are changes to the way the building is used safe for children and staff? 	M	<ul style="list-style-type: none"> We have made sure that all entrances and exits remain clear and accessible. A moveable, coloured cone system is in place for separate groups when using the same shared space e.g. Sports Hall. 	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"> All staff receive PFA training, each staff member is given a separate First Aid Kit to carry with their designated group at all times e.g. in the classroom and in the playground. First Aid area to be marked 	L

	<ul style="list-style-type: none"> • New practices will not be maintained, which will increase the risk of spreading Covid19 • Communal room, eg 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 	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>with floor tape in order to keep children 2m apart from others.</p> <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. • Staff are encouraged to take breaks out-doors, staggered staff breaks, roster given to staff for cleaning after each group's use. Signs in atrium & sports hall reminding staff to comply with social distancing. Coloured cone system in use in Sports Hall during times when children's groups share the space. Staff made aware of safe working practises prior to the re-opening through training. • Bins will be monitored by staff in case they overflow. If bins are full they will be disposed of immediately in the external garage bin store. Lids must be places on bins at all times • Where possible, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
<p>Movement around the club</p>	<ul style="list-style-type: none"> • Entrances causing people to congregate, preventing social distancing. 	<p>M</p>	<ul style="list-style-type: none"> • We have staggered drop off and collection times to reduce the risk of large numbers of people congregating at the doors. We have moved the drop off and collection area into the entrance and will operate a one in, one out system. The entrance door can only be opened by a member of staff from the inside, preventing more than one parent entering at a time. Floor tape will mark out a 2m distance for parents to queue outside the building and signs will be used to remind and instruct parents of the procedure. Only one adult to accompany each child during drop off and collection 	<p>L</p>

	<ul style="list-style-type: none"> • Overcrowding in room and hallways 	H	<ul style="list-style-type: none"> • Where a shared space is used (during limited times of the day) each group will be separated by a 2m distance using a coloured cone system. Staff and children are instructed to use a one-way system to limit overcrowding whilst they are moving around the building e.g. if they meet another group of children passing through, they need to wait rather than walk past 	L
	<ul style="list-style-type: none"> • Increased numbers at certain times of day, eg break and lunch, compromising social distancing 	M	<ul style="list-style-type: none"> • Staggered lunch breaks and handwashing times, each group has own designated playground space to avoid mixing. Extra attention given to ground floor toilets which are shared between two groups, adults and children are instructed to wait at a 2m distance if another group is using the facilities. Children wear name stickers which are colour coded so both staff and children can easily see if a child is mixing with another group. 	L
	<ul style="list-style-type: none"> • Spread of virus due to numbers of people using the setting 	M	<ul style="list-style-type: none"> • Overall capacity of the club is reduced to 75% maximum. 15 children in each group and given designated space. Each group is then split according to the activities they choose, making smaller groups. Sports coaches will teach outside at all times weather permitting. Very limited number of visitors to the building such as school and admin staff. No external workshop leaders will be booked in. • External cleaners to clean on a daily basis as the venue is shared between hires (therefore we will leave the premises clean for their use e.g. Taekwondo evening classes in the Sports Hall) • Evening and weekend hirers are responsible for cleaning the spaces after they have used them ready for the club's use 	L

Cleaning and reducing contamination	<ul style="list-style-type: none"> • Use of play equipment for groups of children 	M	<ul style="list-style-type: none"> • Each group will be given separate play/arts/crafts equipment only to be used by them. At the end of each day, the toys will be sprayed with disinfectant to limit the spread of the virus within each group. 	L
	<ul style="list-style-type: none"> • Shared resources and equipment increasing the risk of infection 	M	<ul style="list-style-type: none"> • Where equipment and touch points are shared between groups, staff will clean using disinfectant and disposable cloth after each group's use. Children will clean hands more frequently during the day in between activities, especially where equipment is shared. 	L
	<ul style="list-style-type: none"> • Handwashing facilities are insufficient for increased needs 	M	<ul style="list-style-type: none"> • Hand sanitiser will be placed in every area of use. Each group given own designated hand washing area, not to be used by other groups. Additional soap and paper towels will be purchased to allow for more frequent hand washing 	L
	<ul style="list-style-type: none"> • Not enough time for appropriate handwashing 	M	<ul style="list-style-type: none"> • Additional time has been built into the schedule to allow for good handwashing techniques to be adopted. Staff are instructed to stagger handwashing times and make this a priority at the end of their sessions, allowing more time. Staff trained on appropriate handwashing techniques. • Children will be asked to wash their hands before entering the main building on arrival. 	L
	<ul style="list-style-type: none"> • Children not using suitable handwashing techniques 	M	<ul style="list-style-type: none"> • A member of staff of staff will supervise handwashing at the start of the day, during breaks and lunchtime. At the beginning of each day children will be reminded how to wash their hands properly, posters will be displayed in handwashing areas. 	L
	<ul style="list-style-type: none"> • Toilets being overcrowded 	M	<ul style="list-style-type: none"> • 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. Ground 	L

	<ul style="list-style-type: none"> Contaminated surface spreading the virus 	M	<p>floor toilets are shared and will be supervised with additional support from senior staff. All staff aware of how to manage the shared ground floor toilets as safely as possible by staggering hand washing and toilet times, cleaning touch points after use more frequently.</p> <ul style="list-style-type: none"> 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. 	L
	<ul style="list-style-type: none"> Excess equipment and soft furnishings which cannot be easily sanitised 	M	<ul style="list-style-type: none"> Cover with disposable plastic wrapping any unnecessary furniture, equipment and soft furnishings or remove entirely. Any soft blankets/furnishings in use for comforting children must be placed in a plastic bag after use and washed in a washing machine. Fancy dress will not be used and sticky name labels will be attached to painting aprons and wrapped in individual plastic bags for storage during the week. 	L
	<ul style="list-style-type: none"> Access to suitable supplies of cleaning materials 	L	<ul style="list-style-type: none"> 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 	L
	<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. Children who attend the club also attend school where they should be used to these measures already. Parents sign an agreement confirming their child is able to follow procedures for good personal hygiene and handwashing in order to safely attend the club. 	L

Staffing	<ul style="list-style-type: none"> • Manager not having suitable training to enable to address the changed situation with confidence 	M	<ul style="list-style-type: none"> • Manager has completed training with the World Health Organisation, training including awareness of the government’s ‘Protective Measures for Holiday and After School Clubs during the Coronavirus Outbreak.’ Manager has been fully included in the process of planning for re-opening. Manager to complete further online COVID training with Flick learning. 	L
	<ul style="list-style-type: none"> • Staff not fully understanding the changes that have been introduced, so not adopting safe practices 	M	<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. 	L
	<ul style="list-style-type: none"> • Not enough staff to meet the additional cleaning and supervision requirements 	M	<ul style="list-style-type: none"> • Full staff will still be employed despite running at 75% capacity in numbers of children. Cleaners will be contracted to complete more cleaning hours than is usually necessary. 	L
	<ul style="list-style-type: none"> • 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 	H	<ul style="list-style-type: none"> • For those staff in the highest risk category, we will determine whether it is safe for them to return to work. All staff must attend a back to work interview to discuss any concerns or other risk factors to be considered. Most staff will live locally and therefore be able to walk or cycle home. Staff requiring public transport home can finish the working day earlier to avoid rush hour and crowding. 	L
	<ul style="list-style-type: none"> • Anxiety levels of staff, preventing them from attending work 	M	<ul style="list-style-type: none"> • 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. 	L

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. 	L
	<ul style="list-style-type: none"> Children unable to follow guidance 	M	<ul style="list-style-type: none"> Use child friendly approaches to explain the need to follow guidelines. (Poster of guidelines displayed in each group room and discussed daily every morning and continuously referred to by staff.) 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. 	L
	<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 	H	<ul style="list-style-type: none"> Early Years children will be located in a separate room and play in a separate playground. They will be reminded of the guidelines each day, specifically about not mixing with other groups even if they have a sibling in another group. 	L
	<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 in the meeting room or outside playground if appropriate. 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 	M

	<ul style="list-style-type: none"> Protecting vulnerable children 	M	<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. 	L
	<ul style="list-style-type: none"> Children not remaining in their allocated groups at a 2m distance 	H	<ul style="list-style-type: none"> Multiple groups of children use the shared space at limited times during the day. They will be separated using a colour cone system in addition to wearing coloured coded labels. 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 	L
	<ul style="list-style-type: none"> Risk of infection when parents sign children in and out of the club 	M	<ul style="list-style-type: none"> We have staggered drop off and collection times to reduce the risk of large numbers of people congregating at the doors. We have moved the drop off and collection area into the entrance and will operate a one in, one out system. The entrance door can only be opened by a member of staff from the inside, preventing more than one parent entering at a time. Floor tape will mark out a 2m distance for parents to queue outside the building and signs will be used to remind and instruct parents of the procedure. 	L
	<ul style="list-style-type: none"> Staff not accessing testing services, if they are symptomatic 	M	<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. 	L
	<ul style="list-style-type: none"> Risk of transmission during times of intimate handling and care of children 	H	<ul style="list-style-type: none"> Staff to wear PPE if changing a child, any soiled clothes to be placed in a plastic bag. Any borrowed clothes from the club, must be washed and placed in a plastic bag when returned. Staff to wear PPE whilst giving First Aid to a child Parents advised to bring a spare change of clothes to the club for their child in case of accidents, especially with younger children 	L

Transport	<ul style="list-style-type: none"> Managing social distancing whilst transporting children to the club 	M	<ul style="list-style-type: none"> Parents will be advised to walk or cycle to the club, avoiding public transport as much as possible and not lift share. If we go on outings, we will, as far as possible walk in small, appropriately spaced groups 	L
	<ul style="list-style-type: none"> Use of public transport 	M	<ul style="list-style-type: none"> If staff and children travel to the club using public transport, they need to wear facemasks, and should use hand sanitiser before entering and upon leaving the transport. On entering the club premises, staff and children must then wash their hands and handle facemasks carefully to avoid transmission of the virus 	L
Provision of food	<ul style="list-style-type: none"> Spreading Covid19 during food production 	L	<ul style="list-style-type: none"> Kitchen facilities comply with the latest Covid19 guidance to reduce the risk of infection and contamination. Children bring their own lunches into the club. The club provides fruit for the children which will be washed carefully and kept in separate bowls designated to each group and never mixed. 	L
	<ul style="list-style-type: none"> Proximity of children at snack and lunch time and risk of contamination of free to access foods 	M	<ul style="list-style-type: none"> Children will be in small groups of 15, half on the carpet and half sitting at the desks for snack time (a chair group and a carpet group) 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 snacks to the children having thoroughly washed their hands prior. Children will not be permitted to share foods at any time. 	L
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 	M	<ul style="list-style-type: none"> Posters will be displayed at entry points to highlight the changes we have implemented. Parents will be made aware of the procedures upon booking and will be expected to sign an agreement in order for their child to attend. Managing Director to work closely with the school premises manager in order to ensure that anyone visiting during the school holidays is aware of the club's procedures and adheres to them. 	L

	<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>H</p>	<ul style="list-style-type: none"> • We will update our website, and Facebook page and email staff and parents if new arrangements are implemented. We will provide updates on a daily noticeboard, which will be situated in 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 with any changing circumstances • 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 	<p>L</p> <p>L</p>
Activities	<ul style="list-style-type: none"> • Risk of transmission during indoor class-based activities • Risk of transmission during indoor sport and drama activities 	<p>H</p> <p>H</p>	<ul style="list-style-type: none"> • Managing Director to contact the hiring manager to ensure classrooms and work surfaces are completely clear of items and resources left by CWC staff, to avoid risk of transmission. • Each classroom space will be set up by spreading out 3/4 chairs around each table to help social distancing and help prevent children facing one another. During carpet time, all children will be encouraged not to sit closely with the other children. • All windows and doors to be opened ensuring there is a continuation of ventilation. • Each separate group of 15 children will be divided into 2 smaller groups, where groups will be using the same shared space during early and late club, the children will work in a large hall space in coloured coned off areas 2m apart • Activities will be strictly non-contact and these conditions will be shared with staff and children. E.g. athletics but not rugby or tag games 	<p>L</p> <p>M</p>

	<ul style="list-style-type: none"> Risk of transmission during outdoor activities 	L	<ul style="list-style-type: none"> Sport activities will be held outside as much as possible, weather permitting Children should work in their own zones as much as possible which can be marked out Team games involving contact are not currently possible and will not be permitted All windows and doors to be opened ensuring there is a continuation of ventilation Activities involving close face to face contact will not be permitted All equipment will be cleaned using sanitiser and disposable cloth after each use Designated separate playground spaces for each group, all outdoor touch points to be immediately cleaned with sanitiser and disposable cloth after each use Where a playground space is shared by multiple groups (not at the same time) all touch points and any equipment to be sanitised after each use Staff to ensure suitable supervision of children during playtime and support children in maintaining a reasonable distance from each other During outdoor sport activities, the same guidelines to indoor sport apply e.g. non-contact sports, separate work areas where possible 	L
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All	<ul style="list-style-type: none"> Risk of transmission from any persons, child, staff, parent or visitor to the premises 	M	<p>Anyone entering the premises is directed not to if any of these conditions apply:</p> <ul style="list-style-type: none"> They are experiencing any Coronavirus symptoms such as cough, shortness of breath or difficulty breathing, fever, muscle pain, headache, sore throat, or new loss of taste or smell They have tested positive for Coronavirus, or been advised by NHS Test & Trace to self-isolate. They have been in contact with anyone in their household who has Coronavirus symptoms, or who has been advised by NHS Test & Trace to self-isolate. If they have travelled abroad to any country other than those identified as 'safe' by the government within the last 14 days. If the temperature taken upon entry to the premises is greater than 37.8C. 	L
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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