

# Gilbert's Gang

## 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.

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

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.

Government guidance for before and after school settings -

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Government guidance for parents -

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

If displaying symptoms -

<https://www.gov.uk/get-coronavirus-test>

Below is a link from the Early Years and Childcare Support to an action card, which is intended to give settings a simple and accessible list of key actions to follow in the event of a suspected or confirmed case of COVID-19. This is based on the national guidance available [here](#) and will guide professionals through actions required when there is a suspected case. The action card also contains contact details for further support, advice and escalation.



Risk assessment conducted by: Club Manager

Date of risk assessment: September 2020

| 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) |
|---------------------|---|--------------------|---|--------------------|
| Pods of children    | <ul style="list-style-type: none"> <li>• Fire safety procedures</li> </ul>  | M                  | <ul style="list-style-type: none"> <li>• Adapted emergency evacuation procedures, to allow pods to assemble in different areas outdoors, using separate exit points from the building. Registers in all pods of children and staff.</li> </ul>  | L                  |
|                     | <ul style="list-style-type: none"> <li>• Are changes to the way the building is used safe for children and staff?</li> </ul>  | M                  | <ul style="list-style-type: none"> <li>• All entrances and exits are clear and accessible. Furniture has been removed to allow for social distancing. Each pod has an allocated indoor and outdoor zone. Within each pod, social distancing measures have been introduced by having separate table bubbles</li> </ul> | L                  |
|                     | <ul style="list-style-type: none"> <li>• First aid - are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders?</li> </ul> | M                  | <ul style="list-style-type: none"> <li>• Additional first aid kits have been purchased and distributed in each pod. We will have at least two paediatric first aiders present at each session</li> </ul>  | L                  |
|                     | <ul style="list-style-type: none"> <li>• New practices will not be maintained, which will increase the risk of spreading Covid19</li> </ul>   | M                  | <ul style="list-style-type: none"> <li>• Daily routines have changed by allocating children into pods of 15. All protective measures will remain in place until the Government guidelines change</li> </ul>   | L                  |
|                     | <ul style="list-style-type: none"> <li>• Waste building up, within the building, increasing the risk of infection</li> </ul>  | M                  | <ul style="list-style-type: none"> <li>• Bins will be emptied, and be disposed of in the external waste management facilities</li> </ul>  | L                  |
|                     | <ul style="list-style-type: none"> <li>• Limited ventilation</li> </ul>   | M                  | <ul style="list-style-type: none"> <li>• Where possible, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection</li> </ul>  | L                  |

|  |   |                                     |  |                                     |
|--|---|-------------------------------------|--|-------------------------------------|
| <p>Movement around the club</p>            | <ul style="list-style-type: none"> <li>Entrances causing people to congregate, preventing social distancing.</li> <li>Overcrowding in room and hallways</li> <li>Spread of virus due to numbers of people using the setting</li> </ul>  | <p>H</p> <p>M</p> <p>M</p>          | <ul style="list-style-type: none"> <li>Implemented system, so parent waits outside at all times. Social distancing signs on display at all entrances to the pods</li> <li>All groups will be in separate areas, both inside and zones outside. Children will be escorted by pod adults around the school following social distancing measures</li> <li>We will run activities outside, as far as possible. Pods will not mix with each other and remain in their bubbles. Staff will social distance at all times</li> </ul>   | <p>L</p> <p>L</p> <p>L</p>          |
| <p>Cleaning and reducing contamination</p> | <ul style="list-style-type: none"> <li>Use of play equipment for groups of children</li> <li>Shared resources and equipment increasing the risk of infection</li> <li>Handwashing facilities are insufficient for increased needs</li> <li>Not enough time for appropriate handwashing</li> </ul> | <p>M</p> <p>M</p> <p>L</p> <p>L</p> | <ul style="list-style-type: none"> <li>Each pod will have their own resources. Children will wash hands before using play equipment and equipment will be cleaned after use, with sanitiser</li> <li>Children will clean hands between activities and equipment will be cleaned after use. Each pod will have their own indoor and outdoor resources</li> <li>The mobile, foundation stage classroom, year 3.4 and year 5.6 shared areas all have access to sinks. The green room pod will use the year 3.4 toilets. All areas will also have hand sanitiser</li> <li>Additional time has been built into the schedule to allow for good handwashing techniques to be adopted</li> </ul> | <p>L</p> <p>L</p> <p>L</p> <p>L</p> |

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|----------|---|---|---|---|
|          | <ul style="list-style-type: none"> <li>• Children not using suitable handwashing techniques</li> <li>• Toilets being overcrowded</li> <li>• Contaminated surface spreading the virus</li> <li>• Excess equipment and soft furnishings which cannot be easily sanitised</li> <li>• Access to suitable supplies of cleaning materials</li> <li>• Staff and children not understanding the need for good personal hygiene and handwashing</li> </ul> | <p>M</p> <p>L</p> <p>M</p> <p>L</p> <p>L</p> <p>M</p> | <ul style="list-style-type: none"> <li>• A member of staff of will supervise handwashing and posters will be on display</li> <li>• Staff will monitor use of toilets during the session by rotating the pods. Children will continue to use the same measures as set by the school</li> <li>• Frequently touched surfaces, such as tabletops, phones, and resources will be regularly cleaned with anti-bacterial spray (D10) or wipes, before, during and after each session. Each pod will have a PPE kit, which will be stored away from the children</li> <li>• Remove unnecessary furniture, equipment and soft furnishings and place into storage</li> <li>• The manager will source a suitable supply of cleaning materials for each pod. Stock takes will be undertaken on a weekly basis to ensure that suitable levels are maintained</li> <li>• Posters will be displayed throughout the club, to convey the importance of these measures. We will promote good respiratory hygiene by using the ‘catch it, bin it, kill it’ approach</li> </ul> | <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> |
| Staffing | <ul style="list-style-type: none"> <li>• Manager not having suitable training to enable to address the changed situation with confidence</li> </ul>   | <p>M</p>  | <ul style="list-style-type: none"> <li>• The Manager will access online Covid19 training with the Early Years Alliance and Educare. One of the deputies (SR) will also access this training. Gilbert’s Gang and the school will work closely to ensure continuity of measures are in place</li> </ul>   | <p>L</p>  |

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|          | <ul style="list-style-type: none"> <li>• Staff not fully understanding the changes that have been introduced, so not adopting safe practices</li> <li>• Not enough staff to meet the additional cleaning and supervision requirements</li> <li>• 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</li> <li>• Anxiety levels of staff, preventing them from attending work</li> <li>• Staff accessing testing services, if they are symptomatic</li> </ul> | <p>M</p> <p>M</p> <p>H</p> <p>H</p> <p>M</p> | <ul style="list-style-type: none"> <li>• Staff will be informed of all measures in place and given training to address the changes</li> <li>• An extra staff member will be employed to meet the increased needs and increase of staff hours to cover the pods</li> <li>• Staff will be deployed in order to mitigate risks. Social distancing measures will be followed at all times. If required, individual risk assessments will be undertaken with staff and appropriate support measures will be implemented</li> <li>• Training and protective equipment are in place to reduce the risk of infection for staff and help to alleviate anxiety levels. SR will be the lead staff member, having completed the Mental Health First Aid course and a folder with links for support and advice will be introduced</li> <li>• 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</li> </ul> | <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> |
| Children | <ul style="list-style-type: none"> <li>• Children with EHCP</li> <li>• Children unable to follow guidance</li> </ul>  | <p>M</p> <p>M</p>                            | <ul style="list-style-type: none"> <li>• 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</li> <li>• Use child friendly approaches to explain the need to follow guidelines. Posters will be displayed. Discuss with parents, to ensure that rules are reinforced at</li> </ul>  | <p>L</p> <p>L</p>                            |

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|  | <ul style="list-style-type: none"> <li>• 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</li> </ul> | L | <p>home. If the child is still unable to follow the guidance, we may have to withdraw their place at the club.</p> <ul style="list-style-type: none"> <li>• Early years children will be located in a foundation stage classroom, to limit the possibility of them mixing with the older children.</li> </ul>   | L |
|  | <ul style="list-style-type: none"> <li>• Member of a group becoming unwell, with symptoms of Covid19</li> </ul>   | M | <ul style="list-style-type: none"> <li>• 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. We will follow the same safety procedure as school by using the medical room. 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.<br/>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</li> </ul> | M |
|  | <ul style="list-style-type: none"> <li>• Protecting vulnerable children</li> </ul>  | M | <ul style="list-style-type: none"> <li>• A separate risk assessment will be undertaken in conjunction with the parents, before deciding if these children are safe to attend the club.</li> </ul>   | L |
|  | <ul style="list-style-type: none"> <li>• Children not remaining in their allocated groups</li> </ul>  | L | <ul style="list-style-type: none"> <li>• Children will be in different areas of the school both indoors and outside</li> </ul>  | L |
|  | <ul style="list-style-type: none"> <li>• Risk of infection when parents sign children in and out of the club</li> </ul>   | L | <ul style="list-style-type: none"> <li>• A member of staff will sign children in and out</li> </ul>   | L |

|                               |   |                                     |  |                                     |
|-------------------------------|---|-------------------------------------|--|-------------------------------------|
| <p>Movement around school</p> | <ul style="list-style-type: none"> <li>Managing social distancing whilst escorting children to their allocated pod</li> </ul>   | <p>M</p>                            | <ul style="list-style-type: none"> <li>Before school, parents will be asked to keep their child with them at all times. After school, all children will be registered in their shared areas. The mobile pod will exit through the Year 1.2 door to the mobile. Teachers will bring the green room pod children after they have dismissed their class</li> </ul>  | <p>L</p>                            |
| <p>Provision of food</p>      | <ul style="list-style-type: none"> <li>Spreading Covid19 during food production</li> <li>Change to the breakfast and snack routine</li> <li>Staff understand the need for enhanced hygiene measures</li> <li>Proximity of children at snack time and risk of contamination of free to access foods</li> </ul> | <p>M</p> <p>L</p> <p>M</p> <p>M</p> | <ul style="list-style-type: none"> <li>To reduce the risk of infection and contamination, a member of staff will serve food to each child. Children's tea boxes will be wiped with antibacterial spray and then stored in the mobile fridge, ensuring we comply with Covid19 health and hygiene guidance. Each pod will be allocated their own food box. This will be sanitised before putting in the breakfast bags, drinks, tea boxes and snack packs. Staff must collect and return after each use, ready for the next session</li> <li>Children will be given their own breakfast bag. This will contain a carton of fresh juice, fruit, a yoghurt and croissant or brioche. After school, fruit and a prepared snack will be offered</li> <li>Staff have undertaken training to help them meet the increased risks presented by Covid19</li> <li>Snacks will be taken 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</li> </ul> | <p>L</p> <p>L</p> <p>L</p> <p>L</p> |

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| Communications | <ul style="list-style-type: none"> <li>Parents, delivery drivers and other persons using/visiting the setting not understanding the revised procedures at the club</li> </ul> | M | <ul style="list-style-type: none"> <li>Posters will be displayed at entry points to highlight the changes we have implemented. Pod letters will be sent to parents, specifying changes to procedures</li> </ul>   | L |
|                | <ul style="list-style-type: none"> <li>Failure to provide effective communication for staff and parents</li> </ul>  | M | <ul style="list-style-type: none"> <li>Updated information will be sent out via parent mail. If new arrangements are implemented, we will provide regular newsletters/posters for parents. A copy of these will be on the door at the entrance to each pod. Staff will have regular meetings and daily briefings to ensure that they are kept up to date</li> </ul> | L |
|                | <ul style="list-style-type: none"> <li>Parent aggression due to anxiety and stress</li> </ul>   | M | <ul style="list-style-type: none"> <li>We will aim to reduce this by keeping parents well informed, but should the situation arise, we will respond in a calm and controlled manner in order to de-escalate the situation</li> </ul>  | L |

\*High / Medium / Low