

Gilbert's Gang

Covid19 Risk Assessment September 2021

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.

COVID-19: Actions for out-of-school-settings (Updated 17th August 2021) - <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/covid-19-actions-for-out-of-school-settings>

Actions for early years and childcare providers during the COVID-19 pandemic - <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Schools COVID-19 operational guidance - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

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

Risk assessment conducted by: Club Manager	Date of risk assessment: September 2021
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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)
Groups of children	<ul style="list-style-type: none"> • Fire safety procedures 	M	<ul style="list-style-type: none"> • Children are divided into two groups, EYFS & KS1 in a foundation stage classroom and KS2 in the Mobile. Emergency evacuation procedure in place to allow groups to assemble in different areas outdoors. Registers in both areas of children and staff. 	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"> • All entrances and exits are clear and accessible. Parent/carer will not enter the building. 	L

	<ul style="list-style-type: none"> • First aid - are there adequate first aid supplies to meet the 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 	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • First aid kits have been checked and distributed in both areas. We have three paediatric first aiders. • All protective measures will remain in place until the Government guidelines change • Pedal bins will be emptied, and be disposed of in the external waste management facilities • 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 • Registration of children • Spread of virus due to numbers of people using the setting 	<p>H</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Implemented system, so parent/carer waits outside at all times. Signs on display at all entrances. Children will have free flow inside and outside. • Children will be registered in various locations within the school and then escorted by the adults to their designated area. • Hand sanitiser and tissues will be made available for easy access in all areas of the setting (inside and outside). Antibacterial wipes for phones. All contact surfaces will be cleaned with D10 spray. 	<p>L</p> <p>L</p> <p>L</p>

<p>Cleaning and reducing contamination</p>	<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 	<p>M</p> <p>M</p> <p>L</p> <p>L</p> <p>M</p> <p>L</p> <p>M</p>	<ul style="list-style-type: none"> • Each area will have their own resources. Children will wash hands before and after using play equipment. • All areas have access to a sink for handwashing and hand sanitiser will be available around the setting. • Additional time has been built into the schedule to allow for good handwashing techniques to be adopted • A member of staff of will supervise handwashing and posters will be on display • Staff will monitor use of toilets during the session. Children will continue to use the same measures as set by the school • Frequently touched surfaces, such as table tops, phones, and resources will be regularly cleaned with anti-bacterial spray (D10) or wipes, before, during and after each session. • Remove unnecessary furniture, equipment and soft furnishings and place into storage 	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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	<ul style="list-style-type: none"> • Access to suitable supplies of cleaning materials • Staff and children not understanding the need for good personal hygiene and handwashing • Face masks • Outbreak in setting or local area 	<p>L</p> <p>L</p> <p>L</p> <p>M</p>	<ul style="list-style-type: none"> • The manager will source a suitable supply of cleaning materials for each area. Stock takes will be undertaken on a weekly basis to ensure that suitable levels are maintained • 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 • The government has removed the requirement to wear face coverings for staff, parents or carers in classrooms or shared areas. In the event of an outbreak, use of masks may be worn if advised from a director of public health. • Advice on the action to take will be sort from the DFE helpline on 0800 046 8687 and selecting option 1 • Contingency plan in place 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
Staffing	<ul style="list-style-type: none"> • Manager 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 family members, or other increased risk factors - eg travelling to work by public transport 	<p>M</p> <p>M</p> <p>H</p>	<ul style="list-style-type: none"> • Manager and the school will work closely to ensure continuity of measures are in place • Staff will be informed of all measures in place and given training to address the changes • If required, individual risk assessments will be undertaken with staff and appropriate support measures will be implemented • https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm 	<p>L</p> <p>L</p> <p>L</p>

	<ul style="list-style-type: none"> Anxiety levels of staff, preventing them from attending work Lateral flow testing Staff accessing testing services, if they are symptomatic Contingency plans in the event of an outbreak 	<p>H</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> Training and protective equipment are in place to reduce the risk of infection for staff and help to alleviate anxiety levels. SR (Deputy) 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 Staff can collect the test kits from the school office. They are to be done twice weekly, Sunday and a Wednesday, and email the results 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. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ If they do arrive at work, displaying symptoms of Covid19, they will be asked to go home and access a PCR test https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
Children	<ul style="list-style-type: none"> Children with EHCP 	M	<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 	L

	<ul style="list-style-type: none"> Children unable to follow guidance 	M	<p>appropriate support measures will be implemented</p> <ul style="list-style-type: none"> 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 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"> Member of a group becoming unwell, with symptoms of Covid19 	M	<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. 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. 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 https://www.gov.uk/get-coronavirus-test 	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"> Risk of infection when parents sign children in and out of the club 	L	<ul style="list-style-type: none"> A member of staff will sign children in and out 	L

Provision of food	<ul style="list-style-type: none"> Spreading Covid19 when storing children's tea boxes 	M	<ul style="list-style-type: none"> To reduce the risk of infection and contamination, children's tea boxes will be wiped with antibacterial spray and then stored in the mobile fridge. 	L
	<ul style="list-style-type: none"> Breakfast and snack routine 	L	<ul style="list-style-type: none"> Staff will sanitise all areas before, during and after food preparation. 	L
	<ul style="list-style-type: none"> Staff understand the need for enhanced hygiene measures 	M	<ul style="list-style-type: none"> Staff have undertaken training to help them meet the increased risks presented by Covid19 	L
	<ul style="list-style-type: none"> Proximity of children at snack time and risk of contamination 	M	<ul style="list-style-type: none"> Snacks will be taken in rotation. Children will wash their hands. 	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. Letters will be sent to parents, specifying changes to procedures 	L
	<ul style="list-style-type: none"> Failure to provide effective communication for staff and parents 	M	<ul style="list-style-type: none"> Updated information will be sent out via parent mail. We will provide regular newsletters/posters for parents. Staff will have regular meetings and daily briefings to ensure that they are kept up to date. Communication books will be introduced. 	L
	<ul style="list-style-type: none"> Parent aggression due to anxiety and stress 	M	<ul style="list-style-type: none"> 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 	L

*High / Medium / Low