



RISK ASSESSMENT 2020	Last updated: 15/09/2020
Covid 19 Clubs, Camps and Workshops	

What is being assessed	Control Measure	What precautions have been put in place to reduce the risk
Attendance – Pupils who are shielding or self-isolating	Spread of Covid-19 during pupil drop/pick up	
Behaviour Expectations	Behaviour policies will be reviewed and updated with any new rules. The consequences of poor behaviour and deliberately breaking the rules, and how those consequences will be enforced, will be communicated. It will be ensured that behavioural expectations are clearly understood. Permanent exclusion from the club will only be considered as a last resort. The school will be informed about any new developments.	Staff will teach good behaviour and enforce Rules, Reinforcements, & Rewards
Catering	Catering operations/school kitchen will operate in compliance with government Guidance For Food Businesses On Coronavirus (COVID-19).	Daily monitoring by admin team and frequent updates



<p>Children</p>	<p>All Clinically Vulnerable pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their club/setting)</p>	<p>Clinically vulnerable children – parents must refer to GP for confirmation that their child is safe to attend club before they return. Club and school to share information with parents/ carers informing them of how the provision is organised and reminding them that social distancing cannot be guaranteed and that children will be sharing certain resources and toilets. Report to the school staff.</p>
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Activities – Sports Activities	<p>Pupils will be kept in consistent groups.</p> <p>Sports equipment will be thoroughly cleaned between being used by different groups.</p> <p>Contact sports will be avoided.</p> <p>Sport will be carried out outdoors rather than indoors wherever possible.</p> <p>All relevant guidance will be considered including government guidance on the phased return of sport and recreation, Sport England guidance on grassroots sport, AfPE guidance on COVID-19 and Youth Sport Trust guidance on COVID-19</p>	Daily monitoring by admin team and frequent updates
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Employees	<p>All Clinically Vulnerable employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they will be offered the safest available on site role, ensuring that they adhere to stringent social distancing measures. (NB employees who live with a person who is Clinically Vulnerable can attend club/setting).</p>	<p>Clinically vulnerable staff will be asked to refer to GP if further guidance is required to support their individual risk assessment to determine what can be put in place to ensure their safety. Clinically vulnerable staff will not be used for working directly with the children. There are currently 0 clinically vulnerable employees working at the club.</p>
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<p>Employees</p>	<p>All employees, themselves or persons within their household, who have COVID-19 symptoms, should self isolate and should not attend club/ setting until they can be tested. If the test is negative they can return to work.</p>	<p>Staff themselves, or whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating. All staff who develop symptoms of COVID-19, or whose household member develops symptoms at home, should immediately self-isolate. They should not attend the club.</p>
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<p>Employees</p>	<p>We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.</p>	<p>Laptops and other resources (i.e. laminators) will be provided where necessary.</p>
<p>First aid response</p>	<p>Delayed treatment</p>	<p>Know the location of a first aid kit. Each club leader is required to be first aid trained</p>
<p>Government guidance is not followed and/or staff/pupils display a lack of awareness of the risks or inadequate communication, increasing the possibility of transmission of COVID-19.</p>	<p>All staff are updated daily with the government guidelines. Staff will be advised of any relevant information prior to running a club. Staff will be informed of any relevant new information as soon as possible. Pupils, parents, carers, etc. will be informed of any relevant information prior to pupils returning to the club.</p>	<p>Daily monitoring by admin team and frequent updates</p>



Infection & Hygiene	Provision of hand-washing / hand-hygiene facilities at entrances and throughout club/setting. (regularly monitored & maintained). Wash / sanitise hands before and after eating	Alcohol gel hand sanitizer to be available in all clubs. All children to sanitise and then wash their hands prior to the club start, before and after eating, after sneezing, coughing or using the toilet and at the end of the club.
Infection & Hygiene	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at club/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	Classrooms to be supplied with soap and antibacterial hand wash, gel and paper towels. Sinks in each classroom.



Infection & Hygiene	Different hand wash facilities should be available for each cohort/group within club/setting where possible.	Handwashing can occur in individual groups' classrooms so facilities are separate. Children can only use the toilets they are assigned to.
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<p>Infection & Hygiene</p>	<p>Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case).</p>	<p>Pupils/parents/carers have been asked not to bring in such items from home. Each child is supplied with their own personal stationery set kept in a zip wallet - pencil, ruler, coloured pencil, glue stick, scissors and additional items as needed for lessons being completed.</p>
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<p>Infection & Hygiene</p>	<p>All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)</p>	<p>Children and staff practice good respiratory hygiene by not touching their faces with unwashed hands and catching and binning coughs and sneezes. Posters displayed in classrooms and across the club. Tissues stocked in each classroom and replenished. Each classroom has two, double bagged lidded pedal bins. Reminders to wash hands after every tissue use and disposal.</p>
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<p>Infection & Hygiene</p>	<p>All working areas within the building should be well ventilated (Windows and Doors open) where safe and appropriate to do so</p>	<p>Staff protocol/procedures indicate this, communicated to staff. Groups to only be placed in areas that have good ventilation – windows must be kept open and (if possible) doors to playgrounds - to be kept open during the club. Internal doors to be kept open.</p>
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Infection & Hygiene	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	All staff asked to bring in their own food which does not require cooking or heating. Staff asked to bring in their own utensils required to eat food.
Infection & Hygiene	Employees to store, where possible, coats, bags and nonwork essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	Staff to store all personal items in their own classrooms and use no other space to do this.
Infection with COVID-19 while dealing with a first aid incident or the administration of medicines.	Any staff attending to the affected person will wear personal protective equipment including mask/respirator to FFP3 standard, visor, gloves and apron (ideally Type 4 coveralls), and will wash their hands thoroughly for 20 seconds after removing the personal protective equipment. Alcohol based hand sanitiser gel will be used before and after completing the accident book. Use of shared pens will be avoided.	



<p>Infection with COVID-19 whilst working at/attending the club due to expected procedures not being followed.</p>	<p>Staff and pupils will be informed of all rules and procedures to follow in order to protect their health and the health of others in accordance with up to date recommended government guidance.</p> <p>Staff to teach correct hand-washing procedures to pupils and to build hand-washing time into the daily routine (e.g. on arrival, before and after breaks and before leaving club).</p> <p>Staff to reinforce the messages to pupils for thorough and regular cleaning of hands, the avoidance of touching the face with hands and the “Catch it, bin it, kill it” procedure. Signage to this effect to be provided.</p> <p>This risk assessment will be provided to staff, who will sign to acknowledge they have read and understood it.</p> <p>This risk assessment will be sent to club leaders every morning and parents/carers will be advised how they can access it.</p> <p>Alcohol based hand sanitiser gel points will be provided in the club room including at all points of entry and exit, and at the entry point to all rooms.</p> <p>All persons will be instructed to use alcohol based hand sanitiser before entering a room.</p> <p>Tissues will be provided for personal use in all rooms.</p> <p>Staff and pupils will be told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team.</p> <p>Appropriate disciplinary action will be taken against persons who do not follow the required practices and procedures.</p>	<p>Daily monitoring by admin team and frequent updates</p>
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<p>Lack of personal protective equipment, cleaning arrangements or cleaning products, or improper use, increases the risk of transmission of COVID-19.</p>	<p>Sufficient stock of personal protective equipment will be sourced and stored for use. Staff will be provided with training in the use and disposal of personal protective equipment. It will be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment. Cleaning frequencies will be enhanced across the club, with particular focus on heavy use areas (e.g. doors, hand rails and elevators) and frequently used areas and equipment (e.g. classrooms, desks, keyboards, toilets, staff room, etc.). Additional waste disposal bins will be provided throughout the club. Bin liners will be of the tie top variety, and will be removed for disposal to the external waste bin at the end of the day, or sooner if suspected contaminated items have been placed therein (e.g. tissues from a person displaying symptoms of COVID-19).</p>	<p>Daily monitoring by admin team and frequent updates</p>
<p>Prevention – Clean hands thoroughly, more often than usual.</p>	<p>Pupils must wash/sanitise their hands regularly including when they arrive at the club, after break times, when they change rooms and before/after eating. Additional hand washing and/or hand sanitiser stations will be provided to ensure that pupils and staff can wash their hands regularly. Staff will supervise hand sanitiser to reduce the risk of ingestion by pupils. Skin friendly cleaning wipes will be considered as a safer alternative if required. Staff will help small children and pupils with complex needs to clean their hands properly.</p>	<p>Daily monitoring by admin team and frequent updates</p>



	Hand washing regimes will be built into the club's daily regime.	
Prevention – Ensure good respiratory hygiene by promoting the “catch it, kill it, bin it” approach.	<p>Staff and pupils will be instructed in the “catch it, kill it, bin it” approach and informed that following this approach is expected.</p> <p>Sufficient tissues and bins will be provided.</p> <p>Additional support/explanation will be provided to younger children and those with complex needs.</p>	Daily monitoring by admin team and frequent updates
Prevention – Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	<p>An enhanced cleaning schedule is in place.</p> <p>Rooms that are used by different groups will be cleaned between groups.</p> <p>Dining Hall surfaces will be cleaned between groups.</p> <p>Shared areas will be cleaned more frequently.</p> <p>Frequently touched surfaces will be cleaned more often than usual.</p> <p>Toilets will be cleaned regularly.</p> <p>Pupils will be encouraged to wash their hands after using the toilet.</p>	Daily monitoring by admin team and frequent updates



<p>Prevention – Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household that does, do not attend the club.</p>	<p>Pupils, staff and other adults will be told not to come into the club and school if they have COVID-19 symptoms or have tested positive in the previous 7 days.</p> <p>Anyone developing symptoms (a new continuous cough, high temperature, loss or change in sense of taste or smell) during the club will be sent home and advised to follow government “Stay at Home” guidance (self-isolate for at least 7 days and arrange a test for COVID-19, then follow Public Health England advice). Other members of their household will self-isolate for 14 days from when the symptomatic person first displayed symptoms.</p> <p>Anyone developing symptoms and awaiting collection will be moved to a room where they can be isolated behind a closed door if possible, with appropriate adult supervision if required. If this is not possible, they will be moved to an area at least two metres from other people. If possible, a window will be opened for ventilation.</p> <p>Anyone awaiting collection and needing to use toilet facilities will use a separate toilet if available. The room containing the toilet will be cleaned and disinfected before being used by anyone else. Staff caring for the person awaiting collection, where a distance of 2 metres cannot be maintained, will wear personal protective equipment including mask/respirator to FFP3 standard, visor, gloves and apron or Type 4 coveralls.</p> <p>In the event of an emergency or serious illness/injury, emergency services will be contacted using the 999 service. Persons displaying symptoms will be told not to visit a GP, pharmacy, urgent care centre or hospital.</p> <p>If the symptomatic person subsequently tests positive for COVID-19, any</p>	<p>Daily monitoring by admin team and frequent updates</p>
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	<p>members of staff who had been in close contact with them will go home and self-isolate for 14 days.</p> <p>Following contact with someone who is unwell, all persons who had contact will wash their hands with soap and water for at least 20 seconds or will apply hand sanitiser.</p> <p>After the person displaying symptoms has left the site, the area in which they were present will be cleaned with bleach before being used again.</p>	
<p>Prevention – Where necessary, wear appropriate personal protective equipment.</p>	<p>We recommend the use of Face coverings by staff when in corridors and in communal areas where it is difficult to maintain social distancing.</p> <p>Staff, visitors and contractors should provide their own face coverings.</p> <p>Personal protective equipment should be provided for staff to use when attending to someone with COVID-19 symptoms and where two metres distance cannot be maintained.</p> <p>Personal protective equipment should be provided in accordance with intimate care needs.</p> <p>Personal protective equipment type/needs should be assessed and provided.</p> <p>Instruction and training in the fitting, use and removal of personal protective equipment should be provided.</p>	<p>Daily monitoring by admin team and frequent updates</p>



Pupil Wellbeing & Support.	<p>Provision of pastoral and extra-curricular activities will be designed to support the rebuilding of friendships and social engagement; address and equip pupils to respond to issues linked to COVID-19; and support pupils with approaches to improving their physical and mental wellbeing.</p> <p>School counsellor will be on site 3 days a week</p> <p>Additional pastoral support will be provided where issues are identified that pupils may need help with.</p> <p>The use of School Nursing Services will be considered to support the health and wellbeing of pupils.</p>	
Response – Contain any outbreak by following local health protection team advice	<p>Guidance from Public Health England will be sought immediately will there be two or more confirmed cases of COVID-19 in the school community within a 14 day period, or where there is an increased rate of absence and COVID-19 is a suspected cause.</p> <p>Self-isolation and partial/full closure advice given by Public Health England will be followed.</p>	Daily monitoring by admin team and frequent updates



<p>Response – Manage confirmed cases of COVID-19 amongst the school community</p>	<p>Public Health England will be contacted immediately, and all advice followed, will a member of the school community test positive for COVID-19.</p> <p>Details of anyone with whom the infected person has been in close contact with will be provided to Public Health England on request. (Note: “Close contact” is defined as face to face contact within one metre, 15 minutes or more contact within two metres or travelling in a small vehicle, such as a car, with an infected person)</p> <p>A record of pupils and staff in each group/bubble will be maintained, along with a note of any close contact that takes place between members of different groups.</p> <p>Staff and pupils that have been in close contact with an infected person will be told to stay at home and self-isolate in accordance with government guidance for 14 days, and to arrange a test if they develop symptoms of COVID-19.</p> <p>On receiving a negative test result for COVID-19, the person that is self-isolating will be advised to continue to self-isolate for the remainder of the 14 days.</p> <p>On receiving a positive test result for COVID-19, the person that is self-isolating will be told to inform the school immediately, self-isolate for 7 days and follow Public Health England advice. Other members of their household will self-isolate for 14 days from the day when the symptomatic person first displayed symptoms, and follow government “Stay at Home” guidance.</p>	<p>Daily monitoring by admin team and frequent updates</p>
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Safeguarding	<p>The Child Protection Policy will be reviewed to reflect the return of more pupils.</p> <p>Statutory safeguarding guidance will be referred to (Keeping Children Safe In Education and Coronavirus (COVID-19): Safeguarding in Schools, Colleges And Other Providers).</p> <p>Additional time will be provided to designated safeguarding leads and their deputies to enable them to provide support and address any concerns.</p> <p>Communication with School Nurses will be continued where appropriate.</p>	Daily monitoring by admin team and frequent updates
School Workforce – Staff taking leave	<p>School leaders will discuss leave arrangements with staff to ensure that travel arrangements, and any subsequent quarantine period, do not impact on staffing arrangements.</p> <p>Where a member of staff is required to quarantine during term time, home-working will be enabled where possible.</p>	Daily monitoring by admin team and frequent updates
School Workforce – Staff who are Clinically Vulnerable or Clinically Extremely Vulnerable	<p>Government advice and guidelines for persons who are Clinically Vulnerable will be monitored and followed.</p> <p>Carrying out an individual risk assessment will be considered for staff who are Clinically Extremely Vulnerable prior to their return to work.</p> <p>Clinically Extremely Vulnerable staff will attend school subject to strict compliance with social distancing measures and in accordance with up to date government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>Clinically Extremely Vulnerable staff will be deployed in a position where it is possible to maintain social distancing.</p>	Daily monitoring by admin team and frequent updates



School Workforce – Staff who may be at increased risk from COVID-19	Where staff raise concerns that they may be more at risk due to their personal characteristics, their concerns will be discussed and the measures that are being put in place to reduce the risk will be explained. Where additional measures are requested, these will be accommodated where appropriate/possible.	Daily monitoring by admin team and frequent updates
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<p>Social Distancing</p>	<p>All pupils in club/ setting are required to be in bubbles of no more than; 1:15 Primary, led by one Teacher.</p>	<p>Numbers of who will be attending have been assessed and groupings/staffing adjusted accordingly to meet ratios described. Children put into key groups of no more than 15 children with each group based in each class, where the capacity of staff allows. Where possible, staff will remain with the same group of pupils throughout the club.</p>
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		<p>Where possible, desks in classrooms have been spaced as far apart as possible to maximise social distancing, taking into account the number of children in each group. Each pupil has a designated seat and table. Individual resources for each child to be kept in labelled zip wallets and stored on their</p>
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Social Distancing	Social distancing message is reinforced to pupils at regular intervals	Regular reminders given at age appropriate level to children attending site. Curriculum planned on re-entry of pupils to focus on mental health and wellbeing, taking into account effect of social distancing measures.
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Social Distancing	Parents Collection	Parents can not enter our club area at all. Parents must sanitize their hands before waiting in the reception (if applicable) and go no further.
Spread of Covid-19 – if a member of staff exhibits symptoms	Members of staff who begin to develop symptoms of the virus during the school day will be asked to go home. They will be encouraged to book a corona virus test through the government’s website – or they should self-isolate. First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor/goggles.	Daily monitoring by admin team and frequent updates
Spread of Covid-19 – if a pupil exhibits symptoms	Pupils who begin to develop symptoms of the virus during the school day will be isolated in the Meeting Room until either, additional medical assistance can be gained (should this be required), or until the pupils’ parent can attend school to take the child home. First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor/goggles. The other pupils and staff in the group must self-isolate from this point. Parents will be encouraged to book a corona virus test through the government’s website – and should self-isolate until the result is known.	Daily monitoring by admin team and frequent updates



<p>Spread of Covid-19 – mental health and well-being</p>	<p>Staff will be provided with up to date information, guidance and support in relation to maintaining the well-being of themselves and the pupils. https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</p>	<p>Daily monitoring by admin team and frequent updates</p>
<p>Spread of Covid-19 – qualified first aiders</p>	<p>Qualified first aiders and paediatric first aiders will be present at all times at an appropriate ratio for the pupils and staff on-site. Personal protective equipment (PPE) including apron, gloves, visor/goggles (if there is a risk of fluids entering the eye from, for example, coughing, spitting or vomit) and masks are available for staff to use whilst treating staff and pupils. PPE can be found at first aid stations in the club. First aiders have completed appropriate training for ‘donning and doffing’ PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>	<p>Daily monitoring by admin team and frequent updates</p>
<p>Spread of Covid-19 – staff toilets</p>	<p>Staff must use the nearest toilets using social distancing all times. Staff must clean their hands before and after entering the toilets. Pupils and staff will be told to thoroughly wash hands for at least 20 seconds after using the toilet. Disabled toilets can be used by following the above rules. Cleaning staff will regularly clean the toilets during the day.</p>	<p>Daily monitoring by admin team and frequent updates</p>



<p>Spread of Covid-19 – waste control measures</p>	<p>Waste control measure from possible cases of Covid-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows: Put in a plastic rubbish bag and tied when full; The plastic bag is placed in a second bin bag and tied; It is put in a suitable and secure place and marked for storage until the individual's test results are known; Waste is stored safely and kept away from children; Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; If the individual tests negative, this can be put in with the normal waste; If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Daily monitoring by admin team and frequent updates</p>
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<p>Spread of Covid-19 during pupil drop/pick up Late arrivals</p>	<p>If pupils arrive in the school late, the parent should: Ring the main entrance gate Wait at the gate for a member of staff who will collect the pupil Staff should: Staff will provide hand sanitiser to the pupil and supervise their hand washing; Escort the pupil to his/her classroom following social distancing</p>	<p>Daily monitoring by admin team and frequent updates</p>
<p>Spread of Covid-19 in classrooms</p>	<p>Furniture is organised to allow for pupils to face the front of the classroom, rather than in traditional table groups. Soft toys and those with intricate parts have been removed and are not permitted. Clear signage regarding personal welfare for pupils in class is visible for pupils to follow. Hand washing procedures are followed on entering or leaving the classroom – all classrooms have either hand washing facilities or supplies of hand sanitiser for this purpose. Classroom external doors are used when going to the playground and outdoor learning environments. Pupils are encouraged not to share resources. The same staff, as far as possible, are assigned to each class/year group.</p>	<p>Daily monitoring by admin team and frequent updates</p>
<p>Spread of Covid-19 in outdoor areas and playgrounds</p>	<p>We will wait until the playground is empty to go outside and play. All playground apparatus will be cleaned after use.</p>	<p>Daily monitoring by admin team and frequent updates</p>
<p>Spread of COVID-19 in toilets</p>	<p>Only one person will use a toilet facility at a time. Hand sanitiser gel will be used before accessing toilet facilities. Paper hand towels, with bins for disposal of used towels, will be provided to replace hand dryers</p>	



<p>Spread of Covid-19 when staff arrive on the premises</p>	<p>On arrival staff should: Remove any PPE used during their journey and dispose or put away (after washing it if possible). Wash/sanitise their hands in Main Reception. Avoid any congregation in the staffroom, corridors or spaces which do not allow for sufficient social distancing.</p>	<p>Daily monitoring by admin team and frequent updates</p>
<p>Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at the club.</p>	<p>Face to face meetings will be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing. Handshakes will be avoided when greeting visitors. Meeting attendees will remain at least 2 metres apart from each other. Shared use of items (e.g. paperwork) will be avoided where possible. Alcohol based hand sanitiser gel will be provided for use before/after items are passed between persons. The room will be thoroughly cleaned when leaving.</p>	<p>Daily monitoring by admin team and frequent updates</p>
<p>Staff shortage leading to there being an inadequate number of staff on site to supervise pupils/manage the premises.</p>	<p>Minimum staffing levels will be established and adhered to at all times. If staffing levels are inadequate, the class, activity or facility will be ceased until adequate staffing levels can be re-established.</p>	<p>Daily monitoring by admin team and frequent updates</p>



Transport - Use of public transport	Staff and pupils using public transport will be advised to follow the operator's guidance and rules. Staff and pupils will be encouraged to walk or cycle.	Daily monitoring by admin team and frequent updates
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Guidelines: https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/	
REVIEWED BY: Kids' Club Team	