



## Essex After School Clubs COVID-19 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. A COVID-19 Policy is in place which will be consistently updated as per Government Guidance. All staff will be trained on this prior to opening.

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: Kellie Rust (Company Director)	Date of risk assessment: 19/07/2020
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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"> <li>Fire safety procedures</li> </ul>	M	<ul style="list-style-type: none"> <li>We have adapted emergency evacuation procedures, to allow for separate groups to assemble in different areas outdoors, using separate exit points from the building. This will be practiced during the first week back.</li> </ul>	L
	<ul style="list-style-type: none"> <li>Are changes to the layout of the room safe for children and staff? (eg does the new room layout prevent safe exit from the building in case of an emergency?)</li> </ul>	M	<ul style="list-style-type: none"> <li>We have made sure that all entrances and exits are clear and accessible and that room dividers don't obstruct movement around the space</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 will be distributed throughout the club, for ease of access. We will have at least 2 first aiders present at each session</li> </ul>	L



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	<ul style="list-style-type: none"> <li>• New practices not being maintained, which will increase the risk of spreading Covid19</li> <li>• Limited ventilation</li> </ul>	<p style="text-align: center;">M</p> <p style="text-align: center;">M</p>	<ul style="list-style-type: none"> <li>• Meetings with Managers and all staff will be carried out to inform of new practice and procedures.</li> <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>	<p style="text-align: center;">L</p> <p style="text-align: center;">L</p>
<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>• Increased numbers at certain times of day, eg Tea time, compromising social distancing</li> <li>•</li> </ul>	<p style="text-align: center;">M</p> <p style="text-align: center;">M</p> <p style="text-align: center;">M</p>	<ul style="list-style-type: none"> <li>• Parents are unable to enter the club building (School Building). For Breakfast Club, parents will phone the club Manager who will come and meet the child at the door when dropping off children. For After School Club, parents phone the Club Manager when they arrive at the school gates and the Manager will take the child out to the parents.</li> <li>• Rooms to be divided to keep groups separate, using tables and furniture to denote the separate areas.</li> <li>• Children will eat in their groups in separate areas of the club (indoors and outdoors). If the weather does not permit us to eat outdoors then Tea time will be staggered.</li> </ul>	<p style="text-align: center;">L</p> <p style="text-align: center;">L</p> <p style="text-align: center;">L</p>



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	<ul style="list-style-type: none"> <li>Spread of virus due to numbers of people using the setting</li> </ul>	M	<ul style="list-style-type: none"> <li>We will run as many activities outside, as far as possible</li> </ul>	L
Cleaning and reducing contamination	<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> <li>Children not using suitable handwashing techniques</li> <li>Toilets being overcrowded</li> </ul>	M M M M M M	<ul style="list-style-type: none"> <li>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. We will separate certain equipment for use of individual year groups</li> <li>Sanitiser pumps have been purchased and will be available.</li> <li>Additional time has been built into the schedule to allow for good handwashing techniques to be adopted.</li> <li>A member of staff will supervise handwashing.</li> <li>Staff will monitor use of toilets during the session and will encourage children to use a policy of one in, one out.</li> </ul>	L L L L L L



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	<ul style="list-style-type: none"> <li>Contaminated surface spreading the virus</li> </ul>	M	<ul style="list-style-type: none"> <li>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.</li> </ul>	L
	<ul style="list-style-type: none"> <li>Excess equipment and soft furnishings which cannot be easily sanitised</li> </ul>	M	<ul style="list-style-type: none"> <li>We will remove unnecessary furniture, equipment and soft furnishings and place into storage.</li> </ul>	L
	<ul style="list-style-type: none"> <li>Access to suitable supplies of cleaning materials</li> </ul>	M	<ul style="list-style-type: none"> <li>The Company Director 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</li> </ul>	L
	<ul style="list-style-type: none"> <li>Staff and children not understanding the need for good personal hygiene and handwashing</li> </ul>	M	<ul style="list-style-type: none"> <li>Public health posters will be displayed throughout the club, to convey the importance of these measures. Staff will receive training prior to club reopening</li> </ul>	L
Staffing	<ul style="list-style-type: none"> <li>Managers not having suitable training to enable to address the changed situation with confidence</li> </ul>	M	<ul style="list-style-type: none"> <li>All Managers have completed 'Infection Prevention and Control Training'. Managers meetings to be carried out prior to reopening</li> </ul>	L



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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>• Are staff safe to work? - including those with high risk factors, or other underlying health factors.</li>   <li>• Shortage of staff</li>   <li>• Safer recruitment compromised due to staff shortages.</li> </ul>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>• Staff will be given training to address the changes. Implementation monitored by Club Managers and Quality Adviser.</li>   <li>• Risk assessments to be carried out with staff on an individual basis.</li>   <li>• Staff rota to be agreed with contingency for staff cover in the event of staff absence.</li> <li>• Staff to be aware that they may be required to cover at other clubs during phase back into work.</li>   <li>• Any new staff to be subject to the company's usual vigilant safer recruitment checks which will not be compromised due to COVID-19</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
<p>Children and parents</p>	<ul style="list-style-type: none"> <li>• Children unable to follow guidance</li>   <li>• 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>	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> <li>• We will always use child friendly approaches to explain the need to follow guidelines. These will be discussed with parents, to ensure that rules are reinforced at home.</li>   <li>• Children will be put in groups of no more than 15. These groups will remain as consistent as possible throughout the week. Groups will be given a name or colour to help children to understand and remember which group they are in. All groups will be allocated before the club reopens</li> </ul>	<p>L</p> <p>L</p>



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	<ul style="list-style-type: none"> <li>Member of the 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. 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. The Club Manager will inform the Company Director immediately and the school will be informed. PPE will be available for all staff if needed.</li> </ul>	L
	<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 ensuring the child is safe to attend the club.</li> </ul>	L
	<ul style="list-style-type: none"> <li>Children not remaining in their allocated groups</li> </ul>	M	<ul style="list-style-type: none"> <li>Rooms will be divided to keep groups separate and Club Managers will speak to all children at the beginning of each session to ensure that they understand the new procedures</li> </ul>	L



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	<ul style="list-style-type: none"> <li>Risk of infection when parents sign children in and out of the club or when paying.</li> <li>Staff not accessing testing services, if they are symptomatic</li> </ul>	M	<ul style="list-style-type: none"> <li>A member of staff will sign children in and out. There will be no access to the building for parents unless the child's well-being is compromised eg; children who are unsettled (this will be arranged on an individual basis).</li> <li>All parents encouraged to pay by BACS. If paying by cash, cash to be handed to staff member at the gate and parent will be asked to wait at gate whilst the money is handed to the manager and a receipt is written</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 7 days, or until the symptoms have gone.</li> </ul>	L
Transport	<ul style="list-style-type: none"> <li>Use of public transport (when collecting children from local schools)</li> </ul>	M	<ul style="list-style-type: none"> <li>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. We will ensure that masks and sanitiser are available.</li> </ul>	L
Provision of food	<ul style="list-style-type: none"> <li>Spreading Covid19 during food production</li> </ul>	M	<ul style="list-style-type: none"> <li>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</li> </ul>	L



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	<ul style="list-style-type: none"> <li>• Staff understand the need for enhanced hygiene measures</li> </ul>	M	<ul style="list-style-type: none"> <li>• All staff have undertaken training to help them meet the increased risks presented by Covid19</li> </ul>	L
	<ul style="list-style-type: none"> <li>• Proximity of children at snack time and risk of contamination of free to access foods</li> </ul>	M	<ul style="list-style-type: none"> <li>• Snacks will be eaten separately or in rotation (in allocated groups), to prevent children from sitting too close together. A member of staff will serve the food to the children. Children to bring in and use their own water bottles clearly labelled.</li> </ul>	L
Communications	<ul style="list-style-type: none"> <li>• Parents and visitors not complying with 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. Parents to be kept updated via social media and our website.</li> </ul>	L
	<ul style="list-style-type: none"> <li>• Supplier / delivery drivers not complying with the new arrangements</li> </ul>	M	<ul style="list-style-type: none"> <li>• The Manager / Company Director will email all suppliers (food delivery) with information about changes to arrangements</li> </ul>	M
	<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>• We will update our website, and Facebook page if new arrangements are implemented. We will provide 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.</li> </ul>	M





## Essex After School Clubs COVID-19 Risk Assessment

\*High / Medium / Low

At Essex After School Clubs we recognise that children's well-being would have been affected in some way due to Covid-19. We will identify children that may have experienced loss of family members or illness due to COVID – 19. Key members of staff have undertaken bereavement training and staff will be planning activities to support children's personal, social and emotional development through: role play, expressive art, physical games and allowing children time to talk about their experiences throughout the session.

To reduce the spread of infection you should:

- Wash 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