



RISK ASSESSMENT – CHILDCARE PROVISION COVID-19

The assessment will address the risks associated with the club being open for staff and children attending the club

Assessed by: Sarah Grimwood	Setting: SAND Out of School Club	Date assessed: 10.01.2021	Review date:20.02.2021 ONGOING	
Area/Activity	Hazards & Risks	Control measures	Risk Level	Further actions
General	Risk of becoming infected with COVID-19	<ul style="list-style-type: none"> • Parents and children must not visit the site if they are displaying symptoms of the virus. • Staff are not to attend the site if they or anyone they may live with are displaying symptoms of the virus. • Staff will inform management at the earliest opportunity should they start to display symptoms. • Staff and children must wash their hands when they enter / leave the club. • Texts will be sent to staff and parents on the Sunday evening before they are due to attend to remind them of procedures and symptoms and asked not to attend if they themselves or anyone in their household are showing any symptoms. 	Low	No
General	Risk of spread of virus through visitors on site	<ul style="list-style-type: none"> • Safe practice guidance posters will be on display. • Parents will not be allowed access to the building for drop off or collection at all. • Where possible we will encourage one parent/carer to pick up/drop off their child 	Low	No

		<ul style="list-style-type: none"> • Staff will ensure social distancing is always adhered to particularly at drop off and collection times. • No visitors will be allowed in without prior agreement by management which must be assessed beforehand. • A paper register will be used to sign children in and out by a member of staff. • In line with Blaise School facemasks will be encouraged to be worn at pick up drop off times. • Hand sanitiser will be available at the door, parents/carers will be asked to use this before and after ringing the bell. 		
	Spread of virus whilst transferring from SAND to class and vice versa at the beginning and end of the school day	<ul style="list-style-type: none"> • Class start times will be staggered therefore a member of staff will escort the children to the appropriate meeting points for their class. • End of day times will be staggered therefore a member of staff will meet the children on Key stage 1 or 2 playground at a designated point and escort them to the hall. • Upon arrival and departure of both clubs children and staff will be asked to wash their hands. • Adults accompanying children must wear facemasks. 	Low	Low
	Spread of virus whilst making contact with equipment, surfaces, door handles etc	<ul style="list-style-type: none"> • Hand washing facilities and/or sanitiser will be readily available. Hands will be washed frequently for a minimum of 20 seconds. Staff will be expected to follow the same guidelines. • Enhanced cleaning: Staff will carry out regular cleaning of high contact areas • Staff will regularly check availability of handwash, hand towels and tissues and replenish. • Bins will be emptied in between sessions • Anyone who sneezes into a tissue will dispose of their tissue into a nappy sack then place in a nominated bin provided. This will be emptied at regular intervals during the day and cleaned. • All cleaning materials will always be stored safely as per COSH guidelines. • Toys will be sterilised before use as necessary. 	Low	No

		<ul style="list-style-type: none"> • Children are not to bring in their own toys from home. 		
Toilets	Minimising contact in confined areas	<ul style="list-style-type: none"> • A maximum of 3 children will be allowed in the toilets at a time. Staff will monitor this. • 2 metre social distancing in the corridor whilst waiting to use the toilets. • Toilets will be cleaned in between sessions. • Windows will be opened for ventilation. 	Low	No
General	Fire and other evacuation emergencies	<ul style="list-style-type: none"> • Usual club evacuation procedures remain in place. 	Low	No
General	Child/Staff ratios Bubbles	<ul style="list-style-type: none"> • Children will be grouped in a 'bubble' of NO MORE than 15 children • As far as possible children will be kept in the same bubble they are in during the day. Where this is not possible or it is impractical children will be kept in consistent groups with the same children as far as this is possible. • Staff will be kept to a legal minimum and remain the same throughout each week. 	Low	No
Hall	Equipment/ Hall	<ul style="list-style-type: none"> • All soft toys, rugs, cushions and fabric items will be removed and not used during this period. • Staff should not touch children's personal items. If this is unavoidable, they should wash their hands before and after contact. • All equipment will be sterilised before used where appropriate. • Mats will be cleaned twice daily or at the end of use by staff. • Windows and doors will always be open for ventilation whilst maintaining site security. • 2M social distancing will always be implemented where possible. • Where possible visual markers will be placed prior to activities. • Tables will be set a minimum of 2m apart. 	Low	No
Outside	Outdoor activity	<ul style="list-style-type: none"> • Outdoor activities and general play will always be encouraged • There will be regular access to the outside play areas • Social distancing needs to be maintained whilst outside 	Low	No
Hall/Outside	Breakfast/ snack arrangements	<ul style="list-style-type: none"> • Children will bring their own drinks bottle. • No sharing of food or drink will be allowed. 	Low	No

		<ul style="list-style-type: none"> • Seating will be appropriately spaced out grouping into year group / key stages where possible. • All food provided at breakfast and snack time will be prepared by staff whilst wearing gloves and a face mask. Staff will wash up. 		
Hall	First aid	<ul style="list-style-type: none"> • First aiders will continue as normal, with gloves, aprons, and face masks to be used as and when necessary. • There will always be a Paediatric first aider on duty. • Children will be encouraged to administer their own medication where and as when necessary. 	Low	No
First Aid room	<p>COVID-19 Symptoms</p> <p>Transmission of COVID-19 by contact with an individual who is unwell.</p>	<ul style="list-style-type: none"> • If anyone becomes unwell and presents a new continuous cough, loss or change of taste and smell or a high temperature they will be sent home immediately and advised to follow Covid-19 guidance. They must self-isolate for 8 days and the rest of the household need to isolate for 14 days • Advise child/staff to get tested as soon as possible • Ensure all staff recognise the signs of Coronavirus • Anyone suspected of being ill and awaiting collection will be removed to a 'safe area' at least 2m away from the rest of the group with appropriate staff supervision. • Staff will wear PPE at this time • In any suspected case with either child or adult follow PHE SW HPT Flow chart • This area will be cleaned and disinfected before anyone else uses the area wearing suitable PPE. • If a child or member of staff tests positive for COVID-19 they must follow the guidance on self-isolation and not return to work until their period of self-isolation is over. • Any confirmed or suspected cases of COVID-19 must be reported immediately to the manager. Any confirmed cases must be reported to Ofsted 	Low	No
General	Safeguarding	<ul style="list-style-type: none"> • Manager will be made aware of any child attending on the CP register. 	Low	No

		<ul style="list-style-type: none"> • Usual CP procedures remain in place. Any concerns must be logged and reported immediately. • Behavioural issues will be dealt with by the club staff in the usual way and the manager will communicate with the parents. 		
	Testing and Tracing	<p>The NHS test and trace service:</p> <ul style="list-style-type: none"> • ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus, and also includes targeted asymptomatic testing of NHS and social care staff and care home residents • helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus 		

		Severity			
		Minor injury	Reportable injury	Serious injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very high