#### Zac’s Club Escrick

#### 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.

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: Ruth Newton | Date of risk assessment: 24/8/20, updated 29/9/20, 1/12/20, 29/1/21 and 7/3/21 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)** |
| Escrick School Premises | * Fire safety procedures * Are changes to the way the building is used safe for children and staff? * First aid – are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders? * New practices introduced, which will decrease the risk of spreading Covid19 * Communal room, staff rooms, not complying with social distancing requirements and safe working practices * Waste building up, within the building, increasing the risk of infection * Limited ventilation | M  M  M  M  M  M  M | * Whilst children are in bubbles, in the event of an emergency, and evacuation is required, there will be three areas that children and staff evacuate to outside the building, all within sight and sound of each other to ensure that we are able to maintain the bubbles, and safely ensure that all children are present and correct. They will be the Pavilion for Key stage 1, the top playground at the end near to the Pavilion for years 3 /4, and top playground at the end next to the park for years 5/6. Staff will guide children to their nearest safe exit from the building to their evacuation area. * There will be defined areas for children to keep within their own bubbles in the school hall. The side entrance will continue to be used for all children to enter and leave the club, and parents must ensure that they keep a safe distance of 2 metres between other families at pick up and drop off, if necessary, waiting in their vehicle until making their way to the entrance. All parents/carers must wear face coverings when picking up and dropping off children. In view of the hall being a shared space and thoroughfare, there will be a ‘corridor’ system to allow individuals to pass through without entering bubbles. Parents or guardians are not allowed entry into the school, and only one parent or guardian should pick up/drop off. * Additional PPE and non contact thermometers have been purchased for in the event of a child or adult showing symptoms during the course of the session. In addition, we have first aid provision for each bubble to reduce the risk of any cross contamination. All staff have a current paediatric first aid certificate. * Certain items that may increase the risk of the spread of the virus have been temporarily removed from the environment. This includes, for example dressing up clothes, clothed barbies, and soft furnishings. We have also divided some of our resources such as lego and craft to ensure separate provision for each bubble. We have revised our daily environment check to include the new practices implemented, this should ensure that the new practices are maintained. * Tables and chairs are strategically placed in the hall to clearly distinguish the areas for the children to stay in their bubbles, to comply with social distancing requirements. Each bubble will be served food on plates from the kitchen, with one staff member responsible for all food preparation and washing up etc at each session. Children are served at the tables they are using in their bubble. * The Club have their own bin and cleaning materials such as dustpan and brush etc. Each bubble also has their own antibac wipes and spray for additional cleaning. Bins will be emptied twice a day (after each session), 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, and where possible the children will be taken outside for much of the session. Children are all wearing additional layers during the winter months, and may keep their coats on during session rather than close the windows. Heating is on during sessions when needed. | L  L  L  L  L  L  L |
| Movement around the club | * Entrances causing people to congregate, preventing social distancing. * Overcrowding in room and hallways * Increased numbers at certain times of day, eg start and finish times, compromising social distancing * Spread of virus due to numbers of people using the setting | M  H  M  M | * Parents should ensure that they are leaving suitable distance between family groups when accessing the setting. Parents are requested to wear face coverings on drop off and pick up to mitigate the risk when parents may be passing each other to and from the building. Children will be met at the door, and let in, and when collecting, children will be brought to the door. Clearly defined areas within the large open space of the hall are visible inside, for children and adults to be able to identify their bubbles. Parents will not be allowed to enter the building. Parents must ensure that all children are dropped off prior to 8.30am, and not collected before 3.45pm to allow the school to operate their own staggered start and finish times. Late drop offs will need to wait until their allocated school arrival times. As much of our session as possible will be conducted outside to reduce the risk of the virus spreading and reducing closer contact between individuals, and parents should be mindful that their children need suitable outdoor clothing. * Divided up rooms to keep groups separate, using zones and strategically placed tables and chairs and floor markings to denote the separate areas. Hallways and child drop off, pick up points in school have been marked up with one-way systems to limit overcrowding. Children must ask to go to the toilet, and numbers strictly limited to ensure that there is no congregating in the toilets. Groups within the room are strictly limited and children split into bubbles. There will be no more than 15 children in one bubble, and no more than 28 children attending a session, split into 3 bubbles according to age and the groups maintained during the day as much as practicably possible. * Our busiest times of day are when we accept children in from school, and also following breakfast when all children go into school. Each bubble will be taken through to their class and from their class separately to ensure social distance is maintained. Registers are continually checked, and any absences investigated. It is particularly important that parents report any absences directly to us for whatever reason, which has been reiterated through newsletters. Staggered start and finish times allow us to take children through at intervals and avoid contact. We must also be notified directly by parents of any cases of absence due to suspected Covid or isolation. * We will run activities outside, as far as possible. Numbers are strictly limited for sessions, and we operate at ratios of 1:8 or 1:10 or better for each session. No other clubs will be using the same space at the same time as Zac’s Club. Additional cleaning will be conducted before after school club, and as we pack down at the end of the session meaning that our afternoon session finishes slightly earlier (ending at 6pm) to allow for us to come in earlier for additional cleaning. Our bubbles have a maximum of 15 children each session in each bubble, but frequently operate at levels lower than this. Our session numbers have decreased from Pre Covid levels so the risk is reduced. There is a maximum occupancy of 28 children across the 3 bubbles rom 8th March 2021. | L  L  L  L |
| Cleaning and reducing contamination | * Use of play equipment for groups of children * Shared resources and equipment increasing the risk of infection * Handwashing facilities are sufficient 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 * Access to suitable supplies of cleaning materials * Staff and children not understanding the need for good personal hygiene and handwashing | M  M  M  M  M  M  M  M  M  M | * Children will wash hands before using play equipment and equipment will be cleaned after use, with sanitiser. We have purchased net laundry bags to assist in sanitising small part toys such as lego. * Children will clean hands between activities and equipment will be cleaned after use. Some resources have been split so that each bubble has separate resources. Shared resources will be quarantined before another group is allowed to use them, and a booking in/out system in place to record this in the diary with the planning. Quarantine should be for a minimum of 48 hours or 72 for any plastics. * The frequency of handwashing has been increased when they come into the setting and after each activity, as well as before going into school, and we have purchased some glitterbug gel to show children how to thoroughly wash hands. Hand sanitiser is also available to everyone. Particular care is needed however to ensure that children’s hands do not become chapped and sore due to increased washing. Parents may wish children to use handcream at home between sessions. * Additional time has been built into the schedule to allow for good handwashing techniques to be adopted. * As well as requesting children to wash their hands frequently, we are also using hand sanitizer where appropriate, from dispensers stationed in many areas throughout the school. We use activities to demonstrate how quickly germs spread and how good handwashing techniques limit this – eg Glitterbug activity. * Staff will monitor use of toilets and as far as possible, during the session, will encourage children to use a policy of one in, one out. All children will use the year 6 toilets during session time. * 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. * Remove unnecessary furniture, equipment and soft furnishings and place into storage. * The setting is working closely with the school to source a suitable and consistent 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 * Public health posters will be displayed throughout the club and school, to convey the importance of these measures, and staff will support children in the implementation of good hygiene. Door posters will also be used where necessary for parents and children to read prior to entry. | L  L  L  L  L  L  L  L  L  L |
| Staffing | * Managers 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 * Not enough staff to meet the additional cleaning and supervision requirements * 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 * Anxiety levels of staff, preventing them from attending work | M  M  M  M  M | * Managers have accessed online Covid19 training, and we received group training to outline all new procedures prior to the start of term in September. A Covid Manual is in place in the setting, and has been continually updated in response to any new government guidelines or policy changes. Director takes responsibility to ensure the setting remains fully up to date, and holds regular zoom meetings. Further training provided to all staff during lockdown 3. * Staff have been given training to address the changes and our daily environment checks are regularly updated to ensure that they don’t get overlooked. Staff teams will be consistent at the two settings, with no staff working across the two wherever possible, however where this is necessary, it will be kept to a strict minimum, and will not involve staff where their main workplace is at a different school during the same day. Staff working across two settings must ensure that they do not use the same uniform in different settings without having washed them in between. In addition, where staff will be working across two settings, this will not be on the same day. Staff are strictly adhering to social distancing between each other and the children, whilst understanding that the children are not required to social distance from each other. Face visors are provided for use in the setting for all sessions, along with face masks (use of either/both is required, unless staff have a medical exemption due to us working in the hall). All staff are provided with individual hand sanitisers, face shields and both reusable or disposable facemasks. * Additional staff were recruited to meet the increased needs and assist in ensuring that staff do not work across the two settings until the Covid procedures are lifted where possible, however as the occupancy at Escrick has dropped so significantly, staff cuts were necessary. There are sufficient team members at each session to ensure that all covid related measures are adhered to. Whilst we are not yet able to bring all of our team back to work due to shielding requirements, sufficient staff are in place to ensure we maintain ratios, and limit occupancy. There is a small waiting list for new places for some sessions as we are not yet able to expand back to previous levels of occupancy until restrictions are lifted. * Staff will be deployed in order to mitigate risks – ie those with increased risk will be deployed on kitchen duties, or outside where possible. For those staff in the highest risk category and instructed to shield, we will determine whether it is safe for them to return to work, or if they need to remain furloughed, until the risk subsides (Furlough ends at the end of September 2021). Individual Risk Assessments have been carried out with staff either clinically vulnerable or clinically extremely vulnerable, some of whom have taken this up. Staff travelling to work together must keep socially distant and/or wear masks for their journey if not from the same household. * We will offer training and protective equipment as required to reduce the risk of infection for staff and help to alleviate anxiety levels. Support has been offered to staff during our closures, and meetings held via zoom or by phone to keep in touch and support staff. A counselling helpline is available to all staff. Supervisions have been conducted as normal for those able to attend work to ensure that staff are fully supported. | L  L  L  L  L |
| Children | * Children with EHCP/Care Plans * Children unable to follow guidance * 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 * Member of a group becoming unwell, with symptoms of Covid19 * Protecting vulnerable children * Children not remaining in their allocated groups * Risk of infection when parents sign children in and out of the club * Staff not accessing testing services, if   they are symptomatic   * Identifying asymptomatic staff members, and excluding them from work | M  M  M  H  H  M  M  H  H | * 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 as necessary. * Use child friendly approaches to explain the need to follow guidelines – eg glitter germ activity to promote good handwashing techniques. Discuss with parents, to ensure that rules are reinforced at home. If the child is still unable to follow the guidance, after working with the school and parents to address any non compliance, we may have to withdraw their place at the club. * We will work with school to address these issues as they arise to ensure that we have suitable space and are able to support our younger children * 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. We will use the school reception area, which is not used normally for the collection of children. 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, visor and gloves. These should be disposed of following government guidelines.   When the child is sent home, they will be advised to self-isolate for 10 days and to arrange for a test, via the internet at NHS.UK or by phoning NHS 119. The family must also isolate for 10 days. Staff showing symptoms will be sent home on the same basis. The setting will follow the most up to date guidance in terms of next steps once a child has been excluded and is awaiting a test result, and if a child or adult reports positive.   * A separate risk assessment will be undertaken in conjunction with the parents, before deciding if these children are safe to attend the club. * Designated separate areas will be identified to keep groups separate, but if a child repeatedly fails to stay within their group, we may ask parents to remove them from the club, and withdraw the child’s place for future sessions   A member of staff will sign children in and out. Parents will not be allowed in the setting. A note will be made of the individual picking up/dropping off. Staff will also temporarily sign off any accident forms, whilst advising verbally of any injuries etc. Accident forms must be signed off by 2 staff members to confirm parent informed.   * Staff will all be given details of how to access testing services and will not be permitted to come to work if they are symptomatic or if they have been in contact with a person testing positive. 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. Staff have been advised that these are now legal requirements, and they must keep their employer informed and must stay at home if symptomatic. * In conjunction with the school, staff are now being offered the Lateral flow tests on a weekly basis to ensure they do not attend work if asymptomatic. Whilst this scheme is voluntary, all have committed to undertaking the tests either once or twice a week depending on how many shifts they undertake each week. Staff have also committed to going or vaccinations if/when offered. | L  L  L  M  L  L  L  L  L |
| Transport | * Managing social distancing whilst transporting children to the club * Use of public transport | M  H | * Parents are requested to transport children themselves, and not lift share. If we go on outings, we will, as far as possible walk in small, appropriately spaced groups (Outings temporarily suspended from due to restrictions). Only one parent or guardian should attend to collect their child/children and must wear a face covering when picking up/dropping off. * 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. | L  M |
| Provision of food | * Spreading Covid19 during food production * Catering staff understand the need for enhanced hygiene measures * Proximity of children at snack time and risk of contamination of free to access foods | M  M  M | * 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. Temporary Food and Drink policy has been established. * Staff preparing food have undertaken training to help them meet the increased risks presented by Covid19, and hold Level 2 food safety qualification * Snacks will be served to children at the table in their bubble already plated up. Children will no longer be able to help themselves to foods during snack time. All children will remain in their bubble at snack time or breakfast time. Staff responsible for bubbles will collect prepared snack from the hatch to serve directly to the children. | L  L  L |
| Communications | * Parents, delivery drivers and other persons using/visiting the setting not understanding the revised procedures at the club | M | * Posters will be displayed at entry points to highlight the changes we have implemented. Newsletters have been sent to parents, specifying changes to procedures. This risk assessment will also be displayed on our website, and available to view in the setting. We are not currently accepting visitors into the setting. | L |
|  | * Failure to provide effective communication for staff and parents * Parent aggression due to anxiety and stress | M  M | * We will update our website, and Facebook page if new arrangements are implemented. We will provide regular newsletters for parents and update our notices, 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. * We will aim to reduce this by keeping parents well informed, but should the situation arise, we respond in a calm and controlled manner in order to de-escalate the situation | L  L |

\*High / Medium / Low

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 10 days, if you have been in contact with someone who has symptoms of Covid19