

Zac's Club Riccall

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	Risk Assessment fully reviewed and updated for use from 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)
Riccall School Premises	<ul style="list-style-type: none"> • Fire safety procedures • Are changes to the way the building is used safe for children and staff? 	M	<ul style="list-style-type: none"> • We will return to using our normal Fire Safety Risk Assessment and fire evacuation procedures, as we will no longer be keeping children in separate bubbles, and there is no need to have different muster points. • Our group of children will exceed no more than 24 for any one session, and we are now able to operate again as one whole group with the Learning Zone as our main room for use. Some older children will be allowed to use the Computer suite to complete their homework or read in a quieter environment, but the main activities and snack will operate from the Learning Zone. The door will be open between two rooms for the two staff on duty to be able to communicate and make arrangements for answering the door. The playground entrance will continue to be used for all children to enter and leave the club. Parents/carer may wish to wear face coverings for picking up and dropping off children, however this is no longer mandatory. 	L
		M		L

	<ul style="list-style-type: none"> • First aid - are there adequate first aid supplies? Do you need additional first aiders? 	M	<ul style="list-style-type: none"> • 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. All staff have a current paediatric first aid certificate. 	L
	<ul style="list-style-type: none"> • New practices introduced, which will decrease the risk of spreading Covid19 	M	<ul style="list-style-type: none"> • Some of the items that were temporarily removed from the environment have now been reintroduced. This includes, for example dressing up clothes, clothed barbies, and soft furnishings. We are however, continuing with the increased cleaning measures that were introduced. 	L
	<ul style="list-style-type: none"> • Communal room, eg staff rooms, not complying with social distancing requirements and safe working practices 	M	<ul style="list-style-type: none"> • There are no longer any social distancing requirements in school (unless in the event of a Covid outbreak). We have been able to remove the temporary arrangements for serving food, to now return to our normal food and drink policy. We are serving food as a snack bar so that children will be able to select their own food from a variety of healthy items available. We will not yet get the children involved in snack preparation yet, however plan to return to this in due course. Handwashing routines to also remain in place. 	L
	<ul style="list-style-type: none"> • Waste building up, within the building, increasing the risk of infection 	M	<ul style="list-style-type: none"> • The Club have their own bin and cleaning materials such as dustpan and brush etc as well as 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 	L
	<ul style="list-style-type: none"> • Limited ventilation 	M	<ul style="list-style-type: none"> • Where possible, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection, and also where possible, children will be taken outside for much of the session. Children and staff are advised to wear additional layers during the winter months, and keep coats on during sessions rather than close the windows. Heating is on during sessions when needed. 	L

<p>Movement around the club</p>	<ul style="list-style-type: none"> Entrances causing people to congregate, preventing social distancing. 	M	<ul style="list-style-type: none"> Children will be met at the door, and let in, and when collecting, children will be brought to the door. 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 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 parents should be mindful that their children need suitable outdoor clothing. 	L
	<ul style="list-style-type: none"> Overcrowding in room and hallways 	M	<ul style="list-style-type: none"> Both children and adults have got used to allowing other individuals more space and respecting personal distance. Children must ask to go to the toilet, and numbers strictly limited to ensure that there is no congregating in the toilets, as we move back to using one toilet area only during the sessions to allow for cleaning. Session size is limited to a maximum of 24 children to allow for sufficient space to play and operate safely. 	L
	<ul style="list-style-type: none"> Increased numbers at certain times of day, eg start and finish times, compromising social distancing 	M	<ul style="list-style-type: none"> Our busiest times of day are when we accept children in from school, and also following breakfast when all children go into school. Younger children will be taken through to their class and from their class prior to the other children coming through. Registers are continually checked, and any absences investigated. It is particularly important that parents report any absences directly to the club, 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. 	L

	<ul style="list-style-type: none"> • Spread of virus due to numbers of people using the setting 	M	<ul style="list-style-type: none"> • 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 after breakfast sessions and before after school club, meaning that our afternoon session now finishes earlier (ending at 6pm) to allow for additional cleaning, and managing the child handovers when school closes. 	L
Cleaning and reducing contamination	<ul style="list-style-type: none"> • Use of play equipment for groups of children • Shared resources and equipment increasing the risk of infection • Handwashing facilities are sufficient for increased needs? • Toilets being overcrowded • Contaminated surface spreading the virus 	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • There is no current restriction on children using any of the available play equipment. Increased cleaning continues, however all resources are available to all children attending. • Children will be encouraged to clean hands between activities and before and after eating. Resources and equipment will be regularly cleaned/sanitised. • The frequency of handwashing has been increased when children come into the setting and after activities, 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. • 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. • Frequently-touched surfaces, such as handles, door plates, light switches, table tops and toys will be regularly cleaned with anti-bacterial spray or wipes. 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

	<ul style="list-style-type: none"> • 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 	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Soft furnishings can again be used, although we will be ensuring regular cleaning and sanitising as appropriate. • Stock takes will be undertaken on a weekly basis to ensure that suitable levels are maintained. There are no current supply issues. <p>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. Children now more aware, but new children will be guided accordingly.</p>	<p>L</p> <p>L</p>
Staffing	<ul style="list-style-type: none"> • 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 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Managers have accessed appropriate Covid19 training. 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 staff meetings. • Staff have been given training to address the changes each time government guidance and school procedures change. Staff teams are consistent, with few staff changes, and whilst staff will now work across the two settings to ensure consistency of approach, and share best practice, they will not work at a different school during the same day. All staff are provided with hand sanitisers, gloves, face shields, aprons and both reusable or disposable facemasks, when PPE is required in the event of an outbreak. 	<p>L</p> <p>L</p>

	<ul style="list-style-type: none"> • 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 	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • There are sufficient team members at each session to ensure all covid related measures are adhered to. On some sessions additional staff are on duty to ensure that training and development is an ongoing matter, and sufficient staff are in place to ensure we maintain ratios and limit occupancy. • Whilst there is no requirement for any staff to shield any more, for those staff in the highest risk category, individual Risk Assessments carried out with clinically extremely vulnerable staff will continue to be reviewed as necessary. There are no restrictions on staff travelling to work, although where bus companies require facemasks, this must be adhered to. • We have offered 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 to keep in touch and support staff. A counselling helpline is available to all staff. Supervisions have been conducted as normal to ensure that staff are fully supported. 	<p>L</p> <p>L</p> <p>L</p>
Children	<ul style="list-style-type: none"> • Children with EHCP/Care plans • Children unable to follow guidance • Member of a group becoming unwell, with symptoms of Covid19 	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • All children are now able to attend, and risk to children is low, even with underlying health conditions. Care plans and EHCPs followed as normal. • Use child friendly approaches to explain the need to follow guidelines - eg glitter germ activity to promote good handwashing techniques. With the removal of bubbles, we envisage no issue with children being able to follow guidelines. • 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- 	<p>L</p> <p>L</p> <p>L</p>

		H	<p>ventilated location. We will use the school library in this instance, and ensure that the child is collected from the blue door at the end of the corridor to ensure that they are kept well away from other parents and children collecting. If the parent is going to be longer than 5 minutes in picking up their child, and there are only 2 staff on duty for the session, the Director will be called to come and cover the Playworker has had to leave the room. Awaiting the Director, the remaining staff member will take responsibility for the other children. If the member of staff caring for the child with symptoms 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. 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. Further actions determined once a test result is advised, positive or negative.</p>	M
	<ul style="list-style-type: none"> Risk of infection when parents sign children in and out of the club 	M	<ul style="list-style-type: none"> A member of staff will sign children in and out. Parents will not be allowed into 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 members of staff to confirm parent informed. 	L
	<ul style="list-style-type: none"> Staff not accessing testing services, if they are symptomatic 	H	<ul style="list-style-type: none"> 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. If they do arrive at work, displaying symptoms of Covid19, they will be asked to go home, arrange a PCR test and self-isolate until 10 days after the symptoms have gone, only returning 	L

	<ul style="list-style-type: none"> Identifying asymptomatic staff members, and excluding them from work 	H	<p>prior to this time if the PCR test is negative. Staff have been advised these are now legal requirements, and they must keep their employer informed and must stay at home if symptomatic.</p> <ul style="list-style-type: none"> In conjunction with school (some of our staff members are also employed by school) staff are being offered Lateral flow tests on a twice weekly basis to ensure they do not attend work if they are 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 for vaccinations if/when offered. 	L
Transport	<ul style="list-style-type: none"> Risks associated with children travelling to and from school 		<ul style="list-style-type: none"> There are no longer any restrictions in this regard. 	
Provision of food	<ul style="list-style-type: none"> Spreading Covid19 during food production 	M	<ul style="list-style-type: none"> 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. Whilst we are returning to our normal policies, we will not yet involve children in the preparation of food, but will return to a snack bar offering. 	L
	<ul style="list-style-type: none"> Catering staff understand the need for enhanced hygiene measures 	M	<ul style="list-style-type: none"> Staff preparing food have undertaken training to help them meet the increased risks presented by Covid19, and all hold Level 2 food safety qualification. Whilst children will be able to choose from the snack bar, the food will be placed on each child by an adult wearing food safe gloves. 	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 current protocols. Newsletters regularly sent to parents, specifying any changes to procedures. This risk assessment will also be displayed on our website, and available to view in the setting. We can now 	L

			receive visitors into the setting, but this is by appointment (including tutor visits).	
	<ul style="list-style-type: none"> Failure to provide effective communication for staff and parents 	M	<ul style="list-style-type: none"> We will update our website, and Facebook page if new arrangements are implemented. We will provide regular newsletters for parents and update the displays on our 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. 	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 respond in a calm and controlled manner in order to de-escalate the situation 	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 and use PPE if someone appears to be unwell
- Do not attend the setting for 10 days, if you have been instructed by test and trace to self isolate