



Covid19 Risk Assessment Orchard Lea

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: J Little	Date of risk assessment: March 2021 Amended 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)
Venue	<ul style="list-style-type: none"> Fire safety procedures 	M	<ul style="list-style-type: none"> Adapted emergency evacuation procedures, to allow for separate groups to assemble in different areas outdoors, using separate exit points from the building. Children still exit as a line but not in groups or areas 	L
	<ul style="list-style-type: none"> Are changes to the way the building is used safe for children and staff? 	M	<ul style="list-style-type: none"> We have made sure that all entrances and exits are clear and accessible and children and staff can exit safely. No change 	L
	<ul style="list-style-type: none"> First aid - are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders? 	M	<ul style="list-style-type: none"> Two first aid kits are always accessible at all sites. We will have at least 1 first aider present at each session. No change 	L
	<ul style="list-style-type: none"> New practices will not be maintained, which will increase the risk of spreading Covid19 	M	<ul style="list-style-type: none"> We have revised our daily environment check to include the new practices implemented, this should ensure that the new practices are maintained. No change 	L

	<ul style="list-style-type: none"> Waste building up, within the building, increasing the risk of infection Limited ventilation 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> Bins will be emptied at the end of each session, and be disposed of in the external waste management facilities No change Where possible, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection No change 	<p>L</p> <p>L</p>
<p>Movement around the club</p>	<ul style="list-style-type: none"> Entrances causing people to congregate, preventing social distancing. Overcrowding in room and hallways Increased numbers at certain times of day, compromising social distancing Spread of virus due to numbers of people using the setting 	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> Common sense should be used by parents when collecting/ dropping off their child, no parents will be entering the buildings, staff will sign children in and out. No change Divided up rooms to keep groups separate, using tables and floor markings to denote the separate areas. Room no longer divided Staggered snack times have been introduced to limit to maintain social distancing measures. Breakfast club offers gradual influx of children and after school club offer anytime collection. Snack and breakfast will be now at the designated table, if too busy two sittings will be offered. We will run activities outside, as far as possible and within “bubbles” if inside. Bubbles no longer in use, equipment still cleaned regularly. 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
<p>Cleaning and reducing contamination</p>	<ul style="list-style-type: none"> Use of play equipment for groups of children 	<p>M</p>	<ul style="list-style-type: none"> Children will wash hands before using play equipment and equipment will be cleaned after each session, with sanitiser adopting the pump, play, put away system. No change 	<p>L</p>

	<ul style="list-style-type: none"> • Shared resources and equipment increasing the risk of infection 	M	<ul style="list-style-type: none"> • Children will clean hands between activities and equipment will be cleaned after use. No change 	L
	<ul style="list-style-type: none"> • Not enough time for appropriate handwashing 	M	<ul style="list-style-type: none"> • Additional time has been built into the schedule to allow for good handwashing techniques to be adopted. No change 	L
	<ul style="list-style-type: none"> • Children not using suitable handwashing techniques 	M	<ul style="list-style-type: none"> • A member of staff will supervise handwashing at the start of the session, during breakfast and snack. We use activities to demonstrate how quickly germs spread and how good handwashing techniques limit this - eg Glitter germs activity. No change 	L
	<ul style="list-style-type: none"> • Toilets being overcrowded 	M	<ul style="list-style-type: none"> • 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 having one clearly indicated toilet for each key stage. No change 	L
	<ul style="list-style-type: none"> • Contaminated surface spreading the virus 	M	<ul style="list-style-type: none"> • 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. No change 	L
	<ul style="list-style-type: none"> • Excess equipment and soft furnishings which cannot be easily sanitised 	M	<ul style="list-style-type: none"> • Remove unnecessary furniture, equipment and soft furnishings and place into storage. Equipment now back in use 	L
	<ul style="list-style-type: none"> • Access to suitable supplies of cleaning materials 	M	<ul style="list-style-type: none"> • The manager 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 No change 	L

	<ul style="list-style-type: none"> Staff and children not understanding the need for good personal hygiene and handwashing 	M	<ul style="list-style-type: none"> Public health posters will be displayed throughout the club, to convey the importance of these measures, all staff provided with personal hand sanitiser. No change 	L
Staffing	<ul style="list-style-type: none"> Managers not having suitable training to enable to address the changed situation with confidence 	M	<ul style="list-style-type: none"> Managers will access online Covid19 training No change 	L
	<ul style="list-style-type: none"> Staff not fully understanding the changes that have been introduced, so not adopting safe practices 	M	<ul style="list-style-type: none"> Staff will be given training to address the changes and our daily environment checks will be updated to ensure that they don't get overlooked. Tests will continue for as long as necessary. No change to environmental checks 	L
	<ul style="list-style-type: none"> 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 	M	<ul style="list-style-type: none"> Staff will be deployed in order to mitigate risks - ie those with increased risk will be deployed on kitchen duties, or outside. For those staff in the highest risk category, we will determine whether it is safe for them to return to work, or if they need to remain furloughed, until the risk subsides. This will be assessed on an individual case basis, but time off will be unpaid after 30th September. 	L
	<ul style="list-style-type: none"> Anxiety levels of staff, preventing them from attending work 	M	<ul style="list-style-type: none"> We have bank staff available to cover where necessary, but will offer training and protective equipment as required to reduce the risk of infection for staff and help to alleviate anxiety levels. Support staff wherever necessary. 	L
Children	<ul style="list-style-type: none"> Children with EHCP 	M	<ul style="list-style-type: none"> 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. No change 	L

	<ul style="list-style-type: none"> • Children unable to follow guidance 	M	<ul style="list-style-type: none"> • 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, we may have to withdraw their place at the club. Covid -19 agreement that has been signed before the child can attend a session. Changes will be discussed with the children during initial sessions in September 	L
	<ul style="list-style-type: none"> • 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 	M	<ul style="list-style-type: none"> • Where possible, Early Years children will be located in a separate area, to limit the possibility of them mixing with the older children. No requirement to do so as no longer using bubbles. 	L
	<ul style="list-style-type: none"> • Member of a group becoming unwell, with symptoms of Covid19 	M	<ul style="list-style-type: none"> • 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. No child that is showing signs will be allowed to attend until a negative test result is obtained. No covid agreement in place now but all above actions will be carried out 	L

	<ul style="list-style-type: none"> 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 	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> A separate risk assessment will be undertaken in conjunction with the parents, before deciding if these children are safe to attend the club. No longer using bubble groups so not an issue Rooms will be separated as effectively as space will allow, 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 When numbers are low, Infants and Juniors will be in the same room, separated into bubbles/using their own tables. The tables and all equipment used will be cleaned thoroughly during and after each session. Separate toilets will be allocated one to the juniors and one for the infants. The toilets, taps and handles will all be cleaned after each use. <p>No longer a requirement.</p> <ul style="list-style-type: none"> A member of staff will sign children in and out. No change 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. Introduction on 2 weekly lateral flow tests. Initially testing twice weekly will still be in place, if positive arrangements will need to be made for further tests. 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
<p>Provision of food</p>	<ul style="list-style-type: none"> Spreading Covid19 during food production 	<p>M</p>	<ul style="list-style-type: none"> Kitchen facilities comply with the latest Covid19 guidance to reduce the risk of infection and 	<p>L</p>

	<ul style="list-style-type: none"> • Staff understand the need for enhanced hygiene measures • Proximity of children at snack time and risk of contamination of free to access foods 	<p>M</p> <p>M</p>	<p>contamination. Food that is produced on site complies with Covid19 health and hygiene guidance. No change</p> <ul style="list-style-type: none"> • All Staff have undertaken training to help them meet the increased risks presented by Covid19. No change. • Snacks will be taken in rotation, to prevent children from sitting too close together. Children will no longer be able to help themselves to foods during snack time unless they bring their own snack to the club. A member of staff serves the food to the children. Snack and breakfast will be now at the designated table, if too busy two sittings will be offered. 	<p>L</p> <p>L</p>
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 	<p>M</p>	<ul style="list-style-type: none"> • Posters will be displayed at entry points to highlight the changes we have implemented. Risk assessments available online to show specific changes to procedures. No change 	<p>L</p>
	<ul style="list-style-type: none"> • Failure to provide effective communication for staff and parents • Parent aggression due to anxiety and stress 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> • We will update our website, and Facebook page frequently, if new arrangements are implemented. We will provide regular newsletters for parents and emails via iPal, to keep parents up to date with events at the club. Staff will have regular updates and briefings to ensure that they are kept up to date. No change • 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. No change 	<p>L</p> <p>L</p>

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