

Kaleidoscope Out of School Club

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: Sarah Purvis	Date of risk assessment: 01/09/2020
--	-------------------------------------

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"> Transmission of Virus 	M	<ul style="list-style-type: none"> Minimising the risk by ensuring those who have coronavirus(COVID-19) symptoms, or who have someone in their household who does or have been advised by NHS Test and Trace self-isolate or do not attend Kaleidoscope Staff and children to clean hands more often than usual and thoroughly for 20 seconds with running water, soap and drying them thoroughly or using hand sanitiser ensuring all parts of the hands are covered Cleaning more frequently, especially touched surfaces Ensuring good respiratory hygiene” Catch it,bin it,kill it approach “ Minimising contact and mixing of adults and children as much as possible, limited numbers of children and staff. 	L

	<ul style="list-style-type: none"> • Fire safety procedures • First aid - are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders? • New practices will not be maintained, which will increase the risk of spreading Covid19 • Waste building up, within the building, increasing the risk of infection • Limited ventilation 	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • We have adapted our normal fire procedures they will also include...children will be escorted by the adult responsible for their group at the time of the fire alarm. Children and adults will maintain social distancing rules when lining up in the playground • First Aid Kits will be located both indoors and outdoors for ease of access. All staff have up to date First Aid Qualifications • We have revised our daily environment check to include the new practices implemented, this should ensure that the new practices are maintained. • Bins will be emptied at the end of 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 	
<p>Movement around the club</p>	<ul style="list-style-type: none"> • Entrances causing people to congregate, preventing social distancing. • Overcrowding in entrance 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Implemented a one-way system, so people enter and leave following the signs marked, which should prevent bottlenecks forming. Parents are asked to queue whilst maintaining a safe distance allowing a one child at a time sign in system • Children will be welcomed by staff at the door where Parents/Carers are asked to say Goodbye to their Child and therefore not enter the building 	<p>L</p> <p>L</p>

	<ul style="list-style-type: none"> • Increased numbers at certain times of day, eg break and lunch, compromising social distancing • Visitors coming into the playground • Spread of virus due to numbers of people using the setting 	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Children will remain in small groups during snack time and spaced apart at tables, forward facing and not facing others. Snack will be eaten outside in the nice weather whilst maintain the relevant handwashing and hygiene procedures • The gate will be closed after all children have been registered into After School club and the children are playing outside on the playground. • We will run activities outside, as far as possible 	<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 • Shared resources and equipment increasing the risk of infection • Not enough time for appropriate handwashing • Children not using suitable handwashing techniques 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Children will wash hands before using play equipment and equipment will be cleaned after use, with sanitiser • Children will clean hands between activities and equipment will be cleaned after use • Additional time has been built into the schedule to allow for good handwashing techniques to be adopted. • A member of staff will supervise handwashing upon entering breakfast or after school club and during snack time. We use activities to demonstrate how quickly germs spread and how good handwashing techniques limit this. 	<p>L</p> <p>L</p>

	<ul style="list-style-type: none"> • 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 		<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. • 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. • Kaleidoscope will source a suitable supply of cleaning materials. Stock takes will be undertaken on a daily basis to ensure that suitable levels are maintained. All cleaning stock has relevant COSHH data sheets. • Public health posters will be displayed throughout the club, to convey the importance of these measures 	
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 • Are staff safe to work - including those with high risk factors, or other 		<ul style="list-style-type: none"> • Kaleidoscope Staff will access online Covid19 training • Staff will be given training and written information to address the changes. Our daily environment checks will be updated to ensure that they don't get overlooked. • For those staff in the highest risk category, we will determine whether it is safe for them to return to 	

	<p>underlying health factors, or with vulnerable or shielding family members, or other increased risk factors - eg travelling to work by public transport</p> <ul style="list-style-type: none"> • Anxiety levels of staff, preventing them from attending work • Staff member becomes unwell while at work 		<p>work, or if they need to remain furloughed, until the risk subsides.</p> <ul style="list-style-type: none"> • We have bank staff available to cover where necessary, Kaleidoscope will offer training and protective equipment as required to reduce the risk of infection for staff and help to alleviate anxiety levels. • If a staff member develops symptoms compatible with coronavirus they will be sent home and advised to self-isolate for 7 days, along with arranging a test to see if they have Covid-19. • Another member of staff will be called into work if a member of staff on duty is sent home unwell, to maintain staff:child ratios 	
Children	<ul style="list-style-type: none"> • Children with EHCP • Children unable to follow guidance • Child becoming unwell, with symptoms of Covid19 		<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. • 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. • 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. The child will be kept in a well-ventilated location. (in cloakroom area, near main door next to deputy head office) If the member of staff caring for this child is not able to maintain a distance of 2 metres, then personal protective equipment will be used – eg disposable 	

	<ul style="list-style-type: none"> • Protecting vulnerable children • Risk of infection when parents sign children in and out of the club • Staff not accessing testing services, if they are symptomatic • Grouping Children 		<p>apron, mask and gloves. These will be disposed of following government guidelines.</p> <p>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</p> <p>If the child needs to go to the bathroom, the Year 1 toilets can be used and this will be cleaned thoroughly after use.</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. • A member of staff will sign children in and out in the presence of their parent/carer • 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. • There will be no more than 15 children in each room (our room or the hall) We aim to be outside for After School sessions weather permitting. Children will be grouped as far as possible into 2 groups keeping those who will be coming on consecutive days/class bubbles/key stages together as much as possible. 	
--	---	--	--	--

Transport	<ul style="list-style-type: none"> Managing social distancing whilst transporting children to the club Use of public transport 		<ul style="list-style-type: none"> Parents will be asked to transport their own children, and not lift share. 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. 	
Provision of food	<ul style="list-style-type: none"> Spreading Covid19 during food production Proximity of children at snack time and risk of contamination of free to access foods 		<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 served on site complies with Covid19 health and hygiene guidance Snacks will be taken in small groups, to prevent children from sitting too close together. 	
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 		<ul style="list-style-type: none"> Posters will be displayed at entry points to highlight the changes we have implemented. Newsletters will be sent to parents, specifying changes to procedures 	
	<ul style="list-style-type: none"> Failure to provide effective communication for staff and parents 		<ul style="list-style-type: none"> We will provide regular newsletters for parents and update 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. We will aim date to reduce this by keeping parents well informed, but should the situation arise, we 	

	<ul style="list-style-type: none"> • Parent aggression due to anxiety and stress 		<p>respond in a calm and controlled manner in order to de-escalate the situation</p>	
<p>Activities Inside and outside activities</p>	<ul style="list-style-type: none"> • Higher Risk of transmission with certain activities 		<ul style="list-style-type: none"> • Activities will take place outside as far as possible • Outside area/playground/field will be used to extend the free flow of play, to encourage limiting contact/mixing • Hand sanitiser will be located inside and outside the building/and at entrances • Signs and posters will be displayed reminding adults/children of procedures/practices • Disposable towels will be used for hand drying purposes • Activities such as playdough will be changed for other activities to minimise sharing of equipment and discourage younger children putting things in their mouth. • Equipment outside will be cleaned regularly and or after each use. 	

*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