

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: 01/09/2021
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Area for assessment	Risk level (H/M/L)	Who is at risk?	What steps have you implemented to reduce the risk? Control Measures	Responsibility
Masks/Social Distancing	Low-High	Child, Parents/ Carers, Staff	<ul style="list-style-type: none"> Face masks are no longer mandatory on the school site; however, we would encourage anyone who feels it is appropriate to do so to continue wearing them. Mask wearing is down to a matter of personal choice. Browick Road Primary School are encouraging all parents to wear one. As you enter the playground, please ensure that you are considerate of others' space and exercise your social responsibility appropriately. If you can see that an individual is wearing a mask out of personal choice, please respect their decision and ensure that you maintain a reasonable distance – it is all of our responsibility to ensure that all parents/carers, staff and visitors accessing our club feel safe and comfortable to do so. 	All staff, parents/carers

			<ul style="list-style-type: none"> We ask Parents/Carers not to enter our room and wait on the playground at collection and drop offs. 	
Hand sanitizer	Low-High	Child, Parents/ Carers, Staff	All staff and children entering the club must utilise the hand sanitiser to sanitise hands.	All staff, parents/carers
Lateral Flow Testing	Low- High	Child, Parents/ Carers, Staff	<ul style="list-style-type: none"> Staff - Staff will continue to test twice weekly and report this to the club and track and trace. Any members of staff who obtains a positive lateral flow result must not come into the club and will need to book themselves for a PCR test to confirm the result. The outcome of the PCR test will determine the next steps and actions to be taken and, on all occasions, supersedes the lateral flow test results. Parents/Carers - All individuals who are not symptomatic can now obtain and take twice-weekly lateral flow tests. We would encourage all parents/carers who access the club to utilise these free tests if you do not get tested through your workplace. These tests are only for asymptomatic individuals; anyone who has developed symptoms must stay at home and book themselves in for a PCR test in line with Government guidance. If an individual has a positive lateral flow test, they must book themselves in for a PCR test. If the PCR test is positive, they must notify track and trace and continue self-isolating. If the PCR test has been taken within two days of a positive lateral flow test, and is negative, this overrides the lateral flow result and they can return to the setting, as long as the individual does not have COVID-19 symptoms. <p>For staff and parents/carers who are direct COVID-19 contacts but are exempt from self isolation, we would encourage frequent LFT testing in the 10 days after exposure to the positive COVID-19 case, see page 6 for more details.</p>	All staff, parents/carers

General - Drop Off/ Collections	Low-High	Child, Parents/ Carers, Staff	<ul style="list-style-type: none"> • Parents/Carers are not to enter the main room – drop off and collection will happen outside of the room, on the ramp. Only one parent/carer should drop off and collect their child(ren) to reduce the volume of adults entering the club premise. 	All staff, parents/carers
Individual displaying COVID Symptoms - Child - Parents/Carers - Staff	Low-High	Child, Parents/ Carers, Staff	<ul style="list-style-type: none"> • Children, parents/carers and staff should only come to the club if they are well (with no symptoms). Children, parents/carers and staff should only come into the club where they have not been asked to self-isolate as a direct COVID-19 contact, see page 6 for exemptions to self-isolation. • If a child, parent/carer or member of staff display any Coronavirus symptoms (a temperature over 37.8 degrees, a new cough, respiratory illness or loss of taste and smell), everyone in their household must self-isolate immediately and follow the Public Health stay at home. A PCR test should be taken at the earliest opportunity. Anyone not wishing to undertake a PCR test will have to self-isolate for 10 days. • Anyone with COVID-19 symptoms is eligible for a PCR test. If a negative test result is received prior to the end of the 10-day isolation period, a discussion with management will determine the return date. Management would need to see the test results to confirm this. • Any child, parent/carer and staff member who are self-isolating or being tested for COVID-19 must inform the Supervisor. COVID-19 is now classed as a notifiable disease and we are required to report positive cases to Ofsted and Public Health England. • If a child becomes unwell during the day and is displaying any of the Coronavirus symptoms, immediate collection will be expected (always within 1 hour of the phone call). The usual high temperature policy of administering Calpol and monitoring the child for an hour does not apply. The unwell child will be immediately taken to the isolation room and a member of staff will sit with them until collection. The member of staff caring for the child will be required to wear enhanced PPE, which will include a mask/face covering. 	All staff, parents/carers

			<ul style="list-style-type: none"> • If during the day, a parent/carer begins to display any of the Coronavirus symptoms, the club must be notified. You will not be required to collect your child from the club, providing they are well, because children are exempt from self-isolation (see page 6). However, when your child is collected, this should be ideally by another authorised adult. If this is not possible, the parent/carer with Coronavirus symptoms must remain in the car and their child will be brought out to them by a member of staff. This member of staff will wear enhanced PPE to do this. • If a member of staff starts to display symptoms while at work in the club, they must leave the building immediately and go home to self-isolate with anyone else in their household who isn't exempt from self-isolation (see page 6) – adhering to the stay at home guidance. Before leaving the building, the member of staff must report this to the Supervisor. 	
Positive COVID-19 Result - Child - Parents/Carers – Staff	Low-High	Child, Parents/ Carers, Staff	<p>Positive case notifications: All PCR results must be shared with the club at the earliest opportunity; forwarding the result email onto kaleidoscope-osc@hotmail.com This is especially important with a positive result as we must notify Ofsted of any confirmed cases in the setting, whether a child or staff member; this is a legal requirement.</p> <p>NHS Test and Trace: If a child, parent/carer or member of staff receives a positive COVID result, close contacts will be identified via NHS Test and Trace. The club will no longer be expected to undertake contact tracing. NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as a close contact. We therefore ask that while in communication with NHS Test and Trace that you advise them of the last time that you accessed the club so that they can identify if we need to support the process of identifying close contacts. We are obviously happy for you</p>	<p>All staff, parents/carers</p> <p>All staff, parents/carers</p>

			<p>to pass on the club's email address and phone number for this purpose.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <p>Outbreak management: An outbreak is defined as "several confirmed cases within 14 days". As a club, we continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in the club or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>	<p>Management</p> <p>All staff, parents/carers</p> <p>All staff</p>
<p>Club Closure as a result of positive COVID cases or due to the impact of COVID on staffing</p>	<p>Low-High</p>	<p>Child, Parents/ Carers, Staff</p>	<p>Positive COVID case/COVID outbreak: We will follow all advice and guidance from the Norfolk Outbreak Management Team/Public Health England and will notify parents/carers immediately if we are required to close.</p> <p>Member of staff becomes unwell with symptoms at work: If a member of staff starts to display COVID-19 symptoms while at work in the club, they must leave the building immediately. If another member of staff is available, they will be called into the club to cover.</p>	<p>Management</p>

			<p>However, in the event that no safe/appropriate cover is available, we will contact all parents/carers to see who is willing and able to collect their child in the event that we cannot maintain our statutory ratios.</p> <p>Staff self-isolating due to being a positive COVID case: We will endeavour to cover any staff self-isolation periods, however once all options have been exhausted, we will have no option but to close the club.</p>	
Direct COVID Contacts - Child - Parents/Carers - Staff	Low-High	Child, Parents/ Carers, Staff	<p>From the 16th August 2021, the government guidance regarding self-isolation changed. These changes state that if a household member has symptoms of COVID-19, or a household member or direct contact has tested positive for COVID-19, self-isolation does not apply if any of the following conditions are met:</p> <ul style="list-style-type: none"> • A person is fully vaccinated – this means 14 days have passed since the final dose of a COVID-19 vaccine given by the NHS • A person is under 18 years, 6 months old • A person is taking part or have taken part in a COVID-19 vaccine trial • A person is not able to get vaccinated for medical reasons <p>As a setting, we are following the above guidance, however for each group below we must be informed if they are a direct COVID contact. Furthermore, we will be implementing the following measures:</p> <p>Child at setting: Extra vigilance for any COVID-19 symptoms throughout the 10 days following their contact with the positive COVID case.</p> <p>Parent/Carer:</p> <ul style="list-style-type: none"> • Encourage parent/carer to get a PCR test on gov.uk to check to see if they have COVID-19. We would recommend this to be on or around day 3 since contact with the positive COVID case. • Encourage lateral flow testing to be done twice weekly, or more frequently if possible, to identify any possible COVID-19 infection. 	

			<p>Staff Member:</p> <ul style="list-style-type: none"> • Staff member to get a PCR test on gov.uk to check to see if they have COVID-19. We would recommend this to be on or around day 3 since contact with the positive COVID case. • Lateral flow testing to be done twice weekly via workplace LFT home testing. • Lateral flow tests should ideally be taken in the morning prior to coming to the club, or late in the evening the night before. This is to gain the most accurate picture of possible infection prior to coming into the club. 	
Bubbles	Low-High	Child, Parents/ Carers, Staff	<p>At Step 4, The Government no longer recommends that it is necessary to keep children in consistent groups ('bubbles'). Bubbles will not need to be used for the autumn term.</p> <p>Kaleidoscope's usual ratios of 1:8 children will be implemented.</p>	Management
Cleaning Procedures	Low-High	Child, Parents/ Carers, Staff	<p>Increased frequency of cleaning procedures:</p> <ul style="list-style-type: none"> • All food related cleaning procedures/practices to remain as they are. • All toys to be cleaned frequently. • All surfaces to be cleaned with disinfectant within the club room during lunch and then again at the end of each day. Key touch points identified in the room to be cleaned and disinfected. • If a child, parent/carer or member of staff goes home from club displaying any Coronavirus symptoms, the room that they accessed will be closed immediately for a deep clean and cannot be accessed again by children until this is complete. The children and staff will be moved outdoors wherever possible. 	All staff
Ventilation	Low-High	Child, Parents/ Carers, Staff	<ul style="list-style-type: none"> • To obtain a balanced/proportionate measure in keeping the room ventilated while maintaining a reasonable temperature inside the rooms over cooler months, all windows within core playing spaces will be open to a level that is deemed safe and comfortable. 	All Staff

Children's Personal Hygiene	Low-High	Child, Parents/ Carers, Staff	<p>General personal hygiene practices:</p> <ul style="list-style-type: none"> • Children must utilise the hand sanitiser before entering the site • Staff will ensure that children wash their hands frequently using soap and water for 20 seconds, and especially after blowing their nose, sneezing or coughing, before and after eating, and before leaving the club. • Parents/carers will ensure that children wash their hands using soap and water for 20 seconds before leaving home and when they arrive home from club. • Staff and parents/carers (where age appropriate) to encourage children to avoid touching their face. 	All Staff and Parents/Carer
Trips abroad	Low-High	Child, Parents/ Carers, Staff	<p>If staff or parents/carers have to use public transport to access the club, it is recommended that they move around the transport as little as possible to maintain distance from other passengers. A mask is recommended, but not mandated to be worn at all times while on public transport.</p> <p>All children, their families and staff who go abroad will need to follow the conditions relating to the red, amber and green country list rules for entering England set by the government. Please email the club at the earliest opportunity to notify them of any planned trips abroad, please include in this communication the dates of the trip and the location.</p>	All Parents/Carers and Staff
Education trips and visits	Low-High	Child, Parents/ Carers, Staff	<p>At step 4, out-of-school settings and wraparound childcare providers may undertake educational visits in groups of any number and children will no longer need to be kept in consistent groups. Kaleidoscope will be running 2 trips, Challenge Woods and Thetford Forest. Both have been chosen due to being outdoors. Separate risk assessments will be completed for these.</p>	All Staff