**Out of School Club**

**COVID Risk Assessment for King Solomon Out of School Club**

**Person conducting risk assessment: Natalie Johnson Job title: Child Development Manager**

**Date: October 2020 Review Date: December 2020** Monthly **but i**f there is a significant Government guidance change then this risk assessment will be amended where necessary.

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| **Identify hazards** | **Who will be at risk?** | **What level is risk?** | **How can the risk be managed or eliminated?** | **Actions?** |
| The playscheme day - this section is in conjunction with DFE guidance for out of school clubs |  |  |  |  |
| Contact with persons suffering from coronavirus | Children, staff, visitors | Medium | If an employee, child or known visitor tests positive for Coronavirus. All surfaces that the person has come into significant contact with WILL be cleaned, including;  All surfaces and objects which are visibly contaminated with body fluids and potentially contaminated high-contact areas such as toilets, door handles,games, toys etc  Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.  \*If more than 2 children test positive we have to close the bubble down and all children have to self isolate for 14 days | Guidance and risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Contact with persons who may have been exposed to coronavirus. | Children, staff, visitors | Medium | Employers or children who have are suspected to have coronavirus are to self-isolate in accordance with the government guidance. eg 7 to 14 days.  This guidance has been explained to staff and children as part of induction  Other persons who have may have been exposed to the coronavirus have been instructed by the government guidance to self isolate. |  |
| Measures are not in place to limit risks and limit movement around the building. Social distancing is breached when children circulate in corridors as children are unable to do or not observe social distancing at lunch or when outdoors | Children | High | \*Consider classroom layouts, entry and exit points, staggered starts at break times  \*The movement of children around the school is minimised as much as possible  \*Children are briefed regularly regarding social distancing  \*Appropriate supervision in place |  |
| The size and configuration of classrooms does not support compliance with social distancing measures | Children | High | \*Net capacity assessment with each classroom to ensure that as far it is possible that all children are in small, consistent groups every time they attend club – 15 pupils per class and per the DFE guidance  \*Arrangements are reviewed regularly |  |
| Queues for toilets and handwashing risk non compliance with social distancing measures | High |  | \*Queuing zones for toilets and hand washing have been established and monitored  \*Pupils know that they can only use the toilet two at a time – each bubble with have access to their own toilet space  \*The toilets are cleaned frequently  \*Pupils are encouraged to use the toilet throughout the day to help avoid queues  \*Staff monitoring ensures a constant supply of soap and paper towels  \*Bins are emptied regularly  \*Pupils are reminded regularly on how to wash hands and young children are supervised |  |
| Enhanced cleaning and how it will be implemented |  |  |  |  |
| Disposal of waste that may be contaminated by a Coronavirus sufferer | Children, staff visitors. | Medium | All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in plastic rubbish bag and tied. The plastic bag should then be put in a safe place and marked for ‘do not touch’ storage until the result is available. If the individual tests negative, this can be put in the normal waste. | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible |
| Cleaning capacity is reduced so that an initial deep clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required | Children, staff | High | An enhanced KCF cleaning plan has been put into place. This will be implemented by staff throughout the day which minimises the spread of infection  \*A cleaning company will come in at the end of the day to do a deep clean |  |
| Contracting and spreading of the infection | Children, staff, visitors | High | Basic infection controls should be followed as recommended by the government;  \*Make good use of outdoor spaces as often as possible. Children in bubbles will go outside at different times  \*Use of communal areas indoors restricted. No parents are allowed in the building  \*Provision made for staff to take lunch breaks outdoors weather dependent.  \*Staff meetings will be conducted on a daily basis either face to face or online.  \*PPE is available and sufficient stock has been ordered  . |  |
| Arrangements to isolate individuals displaying symptoms of COVID19 |  | High | School’s medical room/space has been assessed to ensure social distancing and isolation measures are not compromised  Additional rooms are designated for children with suspected COVID19 whilst collection is arranged  Medical rooms or other spaces are to be cleaned after suspected COVID19 cases, along with toilets |  |
| Contracting and spreading of infection. Lunch and breaks going outside the setting. Eg to the shops | Staff, visitors | High | \*When leaving the site into public places eg; to go for a walk, visit shops, library.. a new set of clothes must be worn.  \*Clean hands with soap/water and or sanitiser.  \*On return and entering the site, clean hands with soap/water and or sanitiser  \*Change back into uniform  \*Outdoor clothes must be stored in a plastic bag |  |
| Welfare  Hand contact points | Staff, children, visitors | High | \*Toilets to have a regular supply of hot and cold water complete with soap and PAPER DISPOSABLE TOWELS.  \*Hand sanitiser available (where required)  \*Kitchen area to have a safe supply of water.  \*Hand contact points cleaned daily/where practicable  \*Toilets and kitchen area to be regularly cleaned.  \*Staff to implement controls to prevent overcrowding and ensure social distancing between adults |  |
|  |  |  |  | School cleaning company has expertise to respond to COVID-19 outbreak |
| Staffing |  |  |  |  |
| Staffing levels in line with attendance | Staff | Medium | \*Audit of staff carried out to ascertain availability and safe return to work for individuals  \*Plan is in place to ensure that each bubble of children is staffed in accordance with EYFS ratios where possible 1 adult to 3 children  \*Contingency plan has been developed to cover staff absence/sickness  \*Plan in place for the induction of new staff |  |
| Staff Anxiety | Staff | Medium | \*Staff meeting held virtually to share expectations with all staff and to address concerns.  \*Regular 1-1 opportunities available to allow staff to express concerns  \*Access to well-being and mental health support communicated and shared with staff |  |
| Re opening of closed setting | Staff | Medium | \*All resources and equipment to be professionally UV Fogged by an outside cleaning company  \*Any issues are noted and corrected in a timely manner |  |

**I have read and understood this COVID-19 Risk Assessment and I am satisfied with its contents in respect of the steps taken by KCF to try and keep staff and children safe-**

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| **Name and Signature** | **Date** |
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