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| **RISK ASSESSMENT FOR**:Out of School activities during COVID 19 outbreak.**During this evolving situation please monitor and follow government guidance given in the web links provided** |  |
| **Establishment:**WASPS Out of School Club | **Assessment by:**Nicola English, Proprietor  | **Date:** August 2020 |
| **Risk assessment number/ref:*****(add your own if so desired): RA-001*** | **Manager Approval:** Proprietor | **Date:** August 2020 |

Revision 1: updated following issue of Government Guidance advice on July 2nd ‘Actions for Schools during coronavirus outbreak’

Revision 2: updated following issue of government Guidance advice on 20th August ‘Protective measures for holiday and after-school-clubs, and other out-of-school settings during coronavirus (COVID-19) outbreak

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by who?** | **Action by when?** | **Done** |
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| **Individual risk factors meaning staff/pupils more vulnerable to COVID-19** | Staff,Students / pupils / wider contactsSpread of COVID 19 | All staff and children who have underlying health conditions to be discussed with the Proprietor prior to them entering the club. | Notify NE of any changes |  | NE | Ongoing |
| Ensure extremely vulnerable persons are shielding themselves, following theirspecific medical advice.Staff / children who live in a household with someone who is extremely clinically vulnerable should be supported to work / stay at home. | Notify NE of any changes |  |  | Ongoing |
| Existing individual Health care plans in place for pupils/students to be reviewed.EpiPen, medications and inhalers accessible to all staff. | If children are in club | Staff/SENCOFirst Aiders | Prior to start | Ongoing |
| Clear message sent to parents that children should not be sent to the club if unwell for both Covid-19 and any other illnesses/symptoms. | Written agreement in place and signed by parents and carers. |  | Before child starts and in newsletters termly | Ongoing |
| Staff Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain 1m+ social distancing.  See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable |  | Rota to be agreed and updated should circumstances change. |  | Ongoing to take account of changes to shielding advice or local lockdowns |
| **Suspected case whilst working on site** | Staff,Children / Parents and Carers / wider contactsSpread of COVID 19 | **If a person displays symptoms of coronavirus: high temperature (37.8 or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.** STAFF - Ensure NE Notified. Go home immediately and self-isolate. Key Workers (staff) are entitled to a test. Arrange to be tested. Cover to be arranged. Parents and carers to be notified. Ofsted to be notified. Incident added to CPOMS.Stay at home <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> followed.CHILD – Ensure NE is notified. Staff call for parent/carer to collect via back door kitchen entrance. Staff member should be wearing PPE – gloves, apron, mask and visor. Room should be ventilated (windows open by nominated member of staff in the morning and closed in the evening, door to field area to be left open. Child sat on seat in isolation in kitchen. Staff member remains at 1m+ social distancing at all times unless child requires closer contact in exceptional circumstances e.g. vomiting. Incident added to CPOMS.If any children are brought to the setting and the parent says they have given Calpol or Ibuprofen to them then the child will immediately be sent home. Giving Calpol and Ibuprofen will mask a fever. | Prepared instructions for parent / carer / staff member re. testing and self-isolating. Temperatures to be taken at club on arrival and if a child observed to be unwell. Contactless thermometer purchased. Symptoms to be explained to children and processes included in parental agreement.  Ensure staff are vigilant to this. | All Staff | Advice issued before start and as part of the agreement.  | Ongoing |
| Go home immediately (if awaiting collection by their parent, isolate child in kitchen area near back door, or an area at least 2m away from others, open the door for ventilation) and self-isolate. See <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions> | Kitchen area near back door to be used or lounge bar near door if not in use. Show children what PPE equipment looks like on a member of staff.  |  |  |
| Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> ) | Member of staff to be nominated to clean area thoroughly with full PPE.  | Nominated member of staff. |  |
| Staff must ensure they wash their hands thoroughly.Staff have been told that they are not requested to wear face coverings within the building but if they choose to then they will be supported with this. The current guidelines regarding face coverings in Education are <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>Face coverings does not replace social distancing, good hand washing and hygiene protocols.Testing Staff who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the <https://www.gov.uk/coronavirus-taxon/testing>Tests can be booked online through the NHS<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>Positive case at the settingIn the event of a positive case the local health protection team will be contacted, and their advice followed.Public Health England East of England 0300 303 8537<https://www.gov.uk/guidance/cpntacts-phe-health-protection-team/east-of-england-hpt>Records kept of staff and children in each group.A template letter will be provided to the setting on the advice of the health protection team to send to parents and staff if needed.The Management Committee at the Community Centre must also be informed if anyone tests positive for COVID-19 at the hall as they will then make the decision whether to shut down all or part of the building. |  |  | NE to arrange cover for staff member and notify parents and staff if closure is needed. NE to contact Cttee |
| **General Transmission of COVID-19****Maintenance of social distancing.****Effective hygiene protocols** | Staff,Children / Parents and carers / wider contactsSpread of COVID 19 | All staff and children to maintain 2 metre social distancing in line with PHE guidance as far as is reasonable. |  | Staff  | Daily | Ongoing |
| Children split into small, consistent groups and kept in that same group throughout the day with the same staff assigned to that group. Groups kept apart from each other. |  | NE | Daily |
| Reduction in contact situations.No eating snack at tables, playing team games where contact needed. |  | ne | Daily |
| Breaks to be staggered. |  | NE/Staff | Daily  |
| Welfare facilities are provided which contain suitable levels of soap and paper towels. | Stocks checked daily by staff as part of daily risk assessment.  | NE/Staff | Daily |
| Alcohol hand sanitiser provided at entrance/exit, kitchen area, table in hall and at toilet entrance/exit as well as in groups and in cars and minibus. It should be used by all persons when entering/leaving. Families advised that they could provide hand lotion to minimise soreness from regular cleaning of hands if they wish.All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.All staff, children and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance. | Handwashing supervised – 20 seconds.  | Staff | Daily |
| A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, etc. are all thoroughly cleaned and disinfected regularly.Thorough cleaning of rooms at the end of the day.Cleaning protocol is as follows:Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) **or** a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.**When cleaning a contaminated area**Cleaning staff to:* Wear disposable gloves and apron
* Wash their hands with soap and water once they remove their gloves and apron
* Fluid resistant surgical mask if splashing likely
* Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. This will need to be clearly labelled so other users of the hall are aware.Any cloths and mop heads used must be disposed of as single use items. Hand towels and hand wash are to be checked and replaced as needed by staff.Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. Only cleaning products supplied by the club are to be used. Cleaning products currently being used at Lift – Cleenol Spray (Spray cleaner with disinfectant), Sani-Cloth wipes, Astonish cleaner with bleach, Astonish antibacterial cleaner, Dettol All-in-One spray, V1 Healthcare Antiviral Disinfectant, Dettol Wipes and Fairy Antibacterial washing up liquid. We also have the use of a UV sanitiser. |  | Staff | Daily |
| Catch it, Bin it, Kill it messages to be reinforced and tissues, signs and bins to be emptied regularly.Tissues will be provided on welcome desk and desk in hall. Staff to replenish as needed.Staff / children to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. |  | Staff | Daily |
| Ensure adequate supplies of antibacterial soap, alcohol hand sanitiser and paper towels and these should be securely stored in the kitchen. |   | NE/Staff | Daily check with twice weekly stock order |
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| Toilets will be designated to groups and signs will be put on the doors for only that group to use for the session. |  |  |  |
| **Access to & from site** | Staff,Children / Parents and carers / wider contactsSpread of COVID 19 | Monitor site access points to facilitate social distancing. |  | NE | Daily | Ongoing |
| Parents will not be allowed into the building. Parents have been notified of this.At Breakfast club they will drop their child at the front entrance. For After School Club they will ring or text the main number to say they are in the car park and a member of staff will get their child ready and take them via the back door to the car. | Community Centre Committee to provide signage to the entrance and exit  |  | NE to ensure done by 3rd September |
| Areas within the hall to be sectioned off to create an area to each group and children will be grouped in School groups to ensure consistency. |  | NE/Staff | Prior to session starting  |
| VisitorsOnly essential visitors are allowed onto the premises. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the setting. |  | Any visitors to be agreed with NE beforehand. Access monitored by staff  | Daily |
| Signage in toilets regarding good hygiene. |  | Staff | Daily |
| StaffOn arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in kitchen, welcome desk or table in hall. | Hand sanitizer in main entrance plus handwashing in designated area.  | All staff | Daily |
| When children are taken or collected from Schools via car or minibus the same children should sit in the same allocated seats each time. Hand sanitiser will be used before they get into the vehicle. The vehicle will then be sanitised either with antibacterial spray and wipes or a UV sanitiser before the vehicle is used again.Where possible the same staff will be used with the same children to allow consistency as far as possible. |  | Staff | Daily |
| **Contact points** **Equipment use.** | Staff,Children/ Parents and carers/ wider contactsSpread of COVID 19 | Regularly clean and disinfect common contact surfaces in hall. PPE and cleaning equipment, sprays, wipes and cloths to be stored and locked away in the kitchen and main cupboard at the Community Centre. Staff to be shown what to use and when and how often to clean. |  | All Staff | Daily | Ongoing |
| Activities and resources to be nominated to each group and not to be used by other groups. These items to be cleaned at the end of each session. If any items are plastic and are not cleaned after being used this needs to be documented and kept in the cupboard for 72 hours until safe to come out again. This will need to be documented on the clipboard for your group.Re-plan activities to avoid shared resources.Children are not allowed to bring in toys from home to play with or share at show and tell time.Malleable resources, such as play dough not to be shared. Limit craft activities to include social distancing at tables and children to be given their own craft items.Notice boards do not need to be put out and would not be able to be cleaned properly.Equipment to be properly cleaned before / after use. |  | All staff | Daily |
| All shared resources to be cleaned after use.Ensure anti-bacterial wipes, antibacterial spray and disinfectant are available  |  | Staff | Ongoing |
| Limit the number of persons in each area to follow social distancing guidance.Based on the size of the room, determine how many people can use it at any one time to maintain a distance of two metres.  |  | Space taped off and prepared by staff before groups begin | Daily |
| DfE advice states primary aged children cannot be expected to remain 2 m apart. Children to be encouraged to achieve this as far as possible with the exception of siblings.  |  | All staff, parents and carers  | Daily |
| **Proximity of children/ staff**  | Staff,Children/ Parents and carers / wider contactsSpread of COVID 19 | Early Years: Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs. These have already been removed along with the curtains to the hall. |  |  |  | Ongoing |
| Staff are to maintain a safe distance between each other (2 metres).Children must be encouraged to do the same.Room to be kept as well ventilated as possible (opening windows) or via ventilation units (where mechanical ventilation is present adjust these to full fresh air where possible). |  | All staff | Daily |
| Consider opportunities for outdoor playing to assist in social distancing. |  |  | Daily |
| Staff to follow social distancing guidance at all times. | Rota to ensure social distancing at all times. | All Staff | Daily |
| Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means. Parents to communicate with the club via telephone or email only.  |  | All staff | Daily |
| Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. |  | Staff | Daily |
| Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. |  | NE | Daily |
| ToiletsRestrict the number of people using toilet facilities at any one time e.g. staff to supervise. Signs for each group to be put on toilet doors. |  | Prior to group starting | Daily |
| Avoid any group activities that require children to be in close physical contact with each other.Increased supervision to aid enforcement of social distancing as far as is reasonable.Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously. |  | Staff  | Daily |
| Parents to supply packed lunches and drinking bottles from home for holiday play schemes only.Children attending Breakfast and After School will be given a snack with disposable cutlery. |   | Staff | NE. Ensure stock checked twice weekly  |
| Reinforce handwashing prior to eating food.Hand sanitiser should be available at the entrance and exit and kitchen area where people eat and should be used by all persons when entering and leaving the area. |  | Staff | Daily |
| All persons should be kept as far apart as possible (2 metres) whilst eating. Children will sit on floor area or outside to eat. |  | Staff | Daily |
| Should children need a refill, drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced. Staff will pour water from jugs for children to reduce contamination. |  | Staff | Daily |
| All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. |  | Staff | Daily |
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| **First Aid/ Evacuation** | Staff,Students / pupils / wider contactsSpread of COVID 19 | It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. children apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.**See also ‘provision of personal care’ and ‘Suspected case whilst working on site’.**  |  | Staff | Prior to new group being set up.  | Ongoing |
| Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then staff that are supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) **if** a distance of 2m cannot be maintained.If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.  |  | Staff | Prior to each group starting |
| Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation but will be for a short period).Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants |  | Fire Warden | As Needed |
| Lockdown practices to be ceased until social distancing is no longer required. Procedures can be discussed with children and if a situation occurred then the safeguarding of the children would take precedence and staff should wear PPE. |  | Staff | As Needed |
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| **Cleaning** | Staff,Children/ Parents and carers / wider contactsSpread of COVID 19 | A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, etc. are all thoroughly cleaned and disinfected regularly.At Breakfast Club the premises will be thoroughly cleaned by the cleaner at the Community Centre, but staff are still advised to spray or wipe down access points before allowing children into the building.Thorough cleaning of rooms at the end of the day by staff.Cleaning protocol is as follows:Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) **or** a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.**When cleaning a contaminated area**Cleaning staff to:* Wear disposable gloves and apron
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| **Lack of awareness of PHE** | Staff,Children/ Parents and carers / wider contactsSpread of COVID 19 | All staff consulted on plans and risk assessments. Parents and children informed of measures in place to protect them.Posters will be displayed in the foyer, toilet areas and in suitable places around hall. Clear briefing for all staff on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.  | All staff sent a copy of the risk assessment. | Staff | Prior to new group being set up | Ongoing |
| **Provision of personal care**  | Staff,Children/ Parents and carers / wider contactsSpread of COVID 19 | Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) **if** a distance of 2m cannot be maintained.If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.  |  | All Staff | NE to ensure adequate stock of PPE twice weekly | Ongoing |
| **Emergency procedures (Fire alarm activations etc)** | Staff,Children/ Parents and carers / wider contactsSpread of COVID 19 | Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation but will be for a short period).Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants |  | All staff | Prior to group set up.  | Ongoing |
| **Staffing levels** | Staff,ChildrenSpread of COVID 19Wider safeguarding / safety risks | Decisions on staffing levels made dependent on numbers / needs of pupils present at each session. Children will be in groups of 3 groups with a maximum of 15 children per group.Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with children and ensure key competencies (first aid etc maintained)Options such as partial closure may be required in event of staff shortages. |  | NE  | Prior to group set up | Ongoing |
| **Premises safety** | Staff,Students / pupils Wider safeguarding / safety risks | Ensure all ‘normal’ tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.Flush all water outlets thorough in areas of the school which have been closed for period of time. Management Committee at hall to ensure a certificate of safety has been shown/given to NE before opening as this will be needed to prove water is safe for drinking.Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) | Copy of water safety certificate kept showing Environmental Health when needed | NE  | In line with timescales.  | Ongoing |

Additional measures discussed and agreed by staff:

* Doorstops will be used to prop open as many doors as possible within the building. This will minimise contact on door plates and handles. As an additional measure, these will still be cleaned at the end of each day.
* The rooms in use will be ventilated throughout the day. Windows and relevant doors will be open by a member of staff in the morning and closed by a member of staff at night.
* Wet wipes, nappy sacks, aprons, gloves, face masks and shields and a selection of children’s underwear will be placed in the staff toilet area for use with children who need intimate care.
* Staff will regularly check first aid stocks to ensure there is an adequate supply.
* Staff that work at St Thomas of Canterbury Early Years Lunch Club are not allowed to wear clothes that they have worn to Breakfast Club or intend to wear for After School Club to ensure there is no contamination between sites.
* Staff tabards with PPE in their pockets are only to be worn at the hall not to St Thomas of Canterbury Early Years Lunch Club, in your car or collecting children. At the end of the day it needs to be hung up in the cupboard and sprayed with antibacterial spray.
* Children becoming ill for other reasons will be kept in the kitchen area and collection arranged with staff by parent/carer. Decisions on exit will be made by the member of staff.
* With increased ventilation in the hall, areas may become cold. Children and staff advised to bring a jumper or cardigan even on a sunny day.
* Clarity over parents dropping off – 1 parent per child only and no other siblings. Support parents for whom this would not be possible.
* Devise plans for wet play/wet days as Government guidance suggests being outside as much as possible is crucial to helping minimise the risk of transmission and infection.
* We will be working in conjunction with SPINS Nursery with regards to cleaning between WASPS Breakfast Club and SPINS Nursery coming into the kitchen in the mornings and for SPINS Nursery and WASPS After School Club coming into the foyer in the afternoons. It is the responsibility of each company to clean after themselves.

**Relevant** links and Government Guidance to be followed

* **Relevant** links

Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for full opening from Sept 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Protective measures for out of school settings during the coronavirus (COVID-19) outbreak <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Transport to School and other places of education: Autumn term 20 <https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Coronavirus (COVID-19): safer transport guidance for operators <https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators>

Face coverings in education <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Safe working in Education, childcare and children’s social care settings including the use of personal protective equipment PPE <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Stay at home guidance <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>