

## Covid19 Risk Assessment - TERM TIME Sept 2020

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.

|   |  |
|---|--|
| Oatlands Junior School Funclub risk assessment conducted by: Jenny Rowlands | Date of risk assessment: 11/9/2020<br>Updated: 23/9/2020 |
|---|--|

[SEE COVID POLICY FOR MAIN ACTIONS AND PROCEDURES FOR OPERATING DURING THIS PERIOD](#)

| 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               | Fire safety procedures | M                  | Children will maintain their group and distance from the other groups for the evacuation, the staff member allocated to the group is responsible to get the group out and to the meet point together. A full register will be taken by the manager in charge. The groups will stay apart for as long as is possible and doesn't impact their safety.<br><br>This is followed in addition to the main fire procedure. | L                  |
|                     | Lockdown procedure     | M                  | In addition to the lockdown procedure the groups will be maintained where safety is not impacted.  | L                  |

## Covid19 Risk Assessment - TERM TIME Sept 2020

|  |  |          |   |          |
|--|--|----------|---|----------|
|  | <p>Is there adequate space to operate for the number of children, maintain groups/bubbles and ensure social distancing</p> | <p>M</p> | <p>Under the current guidance a maximum of 15 children will be allocated to any one area. For the first group of 15 children the studio will be used, if bookings exceed 15 the children will be split into 2 groups and the dining area will be used for a further 2 groups.</p> <p>If two groups are run in the dining area benches and/or tables will be used to separate the areas.</p> <p>Where bookings are becoming close to 45 for any session the school will be consulted as to what action ie restrict further bookings or allocate more space to Funclub.</p> | <p>L</p> |
|  | <p>Are changes to the way the building is used safe for children and staff?</p>  | <p>M</p> | <p>We have made sure that all entrances and exits are clear and accessible and that room dividers don't obstruct movement around the space</p>  | <p>L</p> |
|  | <p>First aid - are there adequate first aid supplies to meet the changed layout of the setting</p>                         | <p>M</p> | <p>We have staffed so there will be one first aider for each area.</p> <p>First aid supplies are stored in the main cupboard in the studio for all groups to access and restock easily.</p> <p>First aid bag to be taken over to the dining area when a group is based there in a click and close box, this is to be returned to the main cupboard in the studio after each session.</p> <p>Each staff member will remain in contact with their own walkie talkie.</p>  | <p>L</p> |
|  | <p>Safe working practices, social distancing measures in place for staff</p>   | <p>M</p> | <p>Staff will work in the same group wherever possible and maintain social distancing from each other.</p> <p>Staff are to work side on to each other and children rather than front facing wherever possible.</p> <p>Staff safe space will be provided inside for staff to observe and interact with the children from, they will be encouraged to use the safe space as much as possible during the sessions.</p>   | <p>L</p> |

## Covid19 Risk Assessment - TERM TIME Sept 2020

|                          |  |   |   |   |
|--------------------------|--|---|---|---|
|                          | Waste building up, within the building, increasing the risk of infection | M | Paper towel and toilet bins will be emptied at the beginning and end of each session and monitored throughout.<br>They will be disposed of to the skips outside.  | L |
|                          | Limited ventilation  | M | Where possible, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection  | L |
| Movement around the club | Entrances causing people to congregate, preventing social distancing.    | M | <p>For the morning session children will be taken at 8.45am from the studio to the dining area and then will go through the inside of school to their classrooms. If there are additional group/s running in the dining area during the morning session these children will be let go first before the studio group enter. This will be communicated via staff walkie talkies.</p> <p>For the afternoon session each teacher will have a list of children booked into Funclub, this will be sent by Funclub each week to Carmel to distribute.</p> <p>The Funclub children will be released from their class at 3.30pm by their teacher and told to go to meet Funclub at the mugger.</p> <p>Funclub staff will be waiting at the mugger to collect the children. The children will be allocated their session groups (each of no more than 15) and will line up distanced from the other groups. A register will be taken to ensure everyone is collected. Each group will then be led separately around the back of the school building to the studio and/or dining area Funclub door.</p> <p>Parents have been asked to social distance and not enter the school site. This will be monitored to ensure is adequate.</p> | L |

## Covid19 Risk Assessment - TERM TIME Sept 2020

|  |   |   |  |   |
|--|---|---|--|---|
|  | Overcrowding in room and hallways                           | M | <p>Only children booked to attend Funclub will be using the specified areas. No other areas in school will be used by Funclub children.</p> <p>When children are using the hallway to access toilets this will be done in turns and monitored by staff.</p>  | L |
|  | Toilets being overcrowded                                   | M | <p>Each area has enough adjoining toilets for the groups and numbers of children using them to have access to them without being overcrowded. Each group/bubble will use separate cubicles.</p> <p>Studio group in the studio - 2x toilets and handwashing</p> <p>Dining area group 1 - 2x toilets and handwashing in adjoining corridor</p> <p>Dining area group 2 - 1x boys toilet 1x disabled toilet both with handwashing in adjoining corridor.</p> <p>Signs will be made so the children know which toilets to use.</p> <p>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.</p> | L |
|  | Handwashing facilities are insufficient for increased needs | M | <p>The handwashing will be done by each group in their set toilets only.</p> <p>Handwashing will be done on arrival to Funclub (morning and after school), before departing to their classroom for school, and before eating.</p> <p>This will be supported by staff at regular intervals throughout the session.</p>  | L |
|  | Spread of virus due to numbers of people using the setting  | M | <p>Group size of no more than 15 children in each allocated area.</p> <p>When any group goes over 15 a new bubble/group is formed with consideration of the school bubbles when deciding how</p>   | L |

## Covid19 Risk Assessment - TERM TIME Sept 2020

|                                     |   |   |   |   |
|-------------------------------------|---|---|---|---|
|                                     |   |   | <p>the children are allocated into these additional groups. Different areas with resources are used for each group.</p> <p>Only set areas allocated to be used during Funclub times.</p> <p>We will run activities outside, as far as possible.</p>   |   |
| Cleaning and reducing contamination | Use of play equipment for groups of children                                  | M | <p>Children will wash hands on arrival and before using play equipment.</p> <p>Equipment will be cleaned after use with anti bac spray, wipes, sterilised in dishwasher or by hand with milton tablets in boxes.</p>  | L |
|                                     | Shared resources and equipment increasing the risk of infection               | M | <p>Resources/toys will only be moved to a different group for use if they have been fully cleaned and sterilised or left without use for 72+ hours</p> <p>All outdoor equipment will be put away as each group returns inside, this will all be kept in separate boxes/bags so not used across groups.</p> <p>Toys from home will not be allowed.</p> | L |
|                                     | Pens & pencils  | M | <p>Pen/drawing pack will be made up for each group for each session and rotated on a weekly basis. Each pack will only be used for one group at one session per week.</p>   | L |
|                                     | Not enough time/are away from facilities for appropriate handwashing          | M | <p>Anti bac gel is provided for additional use where hand washing is unavailable. Handwashing will be done immediately when available again.</p>  | L |
|                                     | Children not using/understanding the need for suitable handwashing techniques | M | <p>A member of staff will supervise handwashing at the start and end of the sessions and before eating.</p> <p>We will use activities to demonstrate how quickly germs spread and how good handwashing techniques limit this - eg Glitter germs/pepper activity.</p>  | L |

## Covid19 Risk Assessment - TERM TIME Sept 2020

|  |  |   |   |   |
|--|--|---|---|---|
|  |  |   | Anyone not maintaining a high level of good hygiene and handwashing will be supported by management and reported to the directors for further training/action.  |   |
|  | Contaminated surface spreading the virus                               | M | <p>Frequently touched surfaces, such as handles, doorbell, light switches, laptop, phone, ipad, tabletops, bin lids and toys will be regularly cleaned with anti-bacterial spray and/or wipes, before, during and after each session.</p> <p>Toilet and handwashing areas will be fully cleaned down at the beginning and end of the session and where possible after each use.</p> <p>Each staff will have a named walkie talkie to use, if this is not possible wiping between use with anti bac wipes thoroughly will be done. Phone and ipad will be designated to one user where possible.</p> | L |
|  | Excess equipment and soft furnishings which cannot be easily sanitised | M | <p>Remove unnecessary furniture, equipment and soft furnishings and place into storage.</p> <p>Cloakrooms will be kept tidy and cleared at the end of each session</p>  | L |
|  | Access to suitable supplies of cleaning materials                      | M | <p>The school supply of cleaning solutions will be used by Funclub staff, this will be anti bac wipes and spray.</p> <p>Stock takes will be undertaken on a weekly basis by the manager in charge to ensure that suitable levels are maintained and monitor use to report to school.</p>  | L |
|  | Safety and storage of cleaning products and anti bac gel               | H | These products MUST ALWAYS be OUT OF CHILD REACH and when in use monitored and supported by staff.  | L |

## Covid19 Risk Assessment - TERM TIME Sept 2020

|          |   |   |   |   |
|----------|---|---|---|---|
|          |   |   | <p>Cleaning products and anti bac gel being used can be dangerous if ingested or used inappropriately by children and staff. Safe storage of these products at all times must be maintained. Staff observation and support in challenging each other and/or moving products to the designated safe storage place must always be done.</p> <p>Studio - Main locked cupboard</p> <p>Dining area – Box of cleaning supplies taken over for each session in a click close box and kept on the high shelf of the cupboard. To be returned to the studio main locked cupboard at the end of each session.</p> |   |
|          | Safe storage area used for this period is   |   |   |   |
| Staffing | Managers not having suitable training to enable to address the changed situation with confidence    | M | <p>Manager meeting with Directors to go through all procedures and planning for the reopening of the setting.</p> <p>Covid awareness online course to be done by all management.</p>  | L |
|          | Staff not fully understanding the changes that have been introduced, so not adopting safe practices | M | <p>All staff have taken part in health and safety training to understand the importance of all policies &amp; procedures in place.</p> <p>Staff meeting and return to work 1:1 sessions with all staff will be conducted by the director to ensure everyone understands their job role and the procedure changes in place.</p> <p>Covid awareness online course to be done by all staff.</p> <p>Monitoring by management to assess if further training is required.</p>   | L |

## Covid19 Risk Assessment - TERM TIME Sept 2020

|          |   |   |   |   |
|----------|---|---|---|---|
|          | Not enough staff to meet the additional cleaning and supervision requirements   | M | Level of staffing monitored, and additional hours/staff will be brought in if/where necessary.  | L |
|          | Are staff safe to work - including those with high risk factors/underlying health factors, or with vulnerable or shielding family members, other aspects considered | M | Staff questionnaire completed by all staff about their position and risk regarding work. Action taken based upon this information when deploying or remaining on furlough.  | L |
|          | Anxiety levels of staff, preventing them from attending work  | M | Training, support, and protective equipment has been provided before the return to work to reduce the risk of infection for staff and help to alleviate anxiety levels.<br><br>Each member of staff has been spoken to individually by the director to ensure they are confident about the return to work through a questionnaire and then in person on return. | L |
|          | Staff understanding procedures and reasons for them to ensure confidence.   | M | End of session debrief for all staff to express concerns/feelings/reflection for future practice  | L |
| Children | Children with EHCP  | M | Discuss with parents, whether or not it is safe/appropriate for children with additional support or learning needs to attend the club at this time. If it is safe and where necessary individual risk assessments will be undertaken and appropriate support measures will be implemented.  | L |
|          | Protecting vulnerable children who are most at risk of becoming unwell or shielding family members  | M | A separate risk assessment will be undertaken in conjunction with the parents, before deciding if these children are safe to attend the club.   | L |
|          | Children unable to follow guidance  | M | Use child friendly approaches to explain the need to follow guidelines - eg glitter germ activity to promote good handwashing techniques.   | L |



## Covid19 Risk Assessment - TERM TIME Sept 2020

|  |   |   |   |   |
|--|---|---|---|---|
|  |   |   | Discuss/inform parents of practice and any relating issues, to ensure that rules are reinforced at home.  |   |
|  | Children not remaining in their allocated groups            | M | <p>Ensure the children are fully supported in maintaining their own group area by placing with friendship group and/or age appropriate peers. Close staff observation and interaction if this needs additional support to work.</p> <p>Room dividers/furniture will be used to keep groups separate.</p> <p>If the child is still unable to follow the guidance, we will work with parents to support but may have to withdraw their place at the club if despite all efforts the issue persists.</p>   | L |
| Symptoms or positive test result for COVID | Member of a group becoming unwell, with symptoms of Covid19 | M | <p><b>Staff:</b> They will be taken to the isolation room and arrangement made to get them home if too ill to leave alone. Social distance will be maintained.</p> <p><b>Child:</b> They will be separated from the rest of the group and taken to isolation room, their parents will be contacted to collect them immediately.</p> <p>The isolation room is the deputy head office, this is to be accessed by a member of staff going into the office and opening the fire door so the person showing symptoms doesn't walk through the inside of the building but access from the outside. They can also leave through this door. The adjoining toilet can also be used.</p> <p>School staff will be notified if the room has been used.</p> <p>Both the child and staff monitoring will wear a disposable mask.</p> <p>The member of staff caring for the child will also wear personal protective equipment – disposable apron &amp; gloves</p> | M |

## Covid19 Risk Assessment - TERM TIME Sept 2020

|                   |   |   |   |   |
|-------------------|---|---|---|---|
|                   |   |   | <p>which should be disposed of immediately after use. They will also use a visor which is to be thoroughly cleaned after use.</p> <p>When the child is sent home, they will be advised to self-isolate and to arrange for a test, via the LA test and track route. Guidance is displayed at the setting and will be provided to the parents.</p> <p>Extra cleaning and handwashing will take place within the setting as a precaution immediately, track and trace information will be collated in case it is required but no further action will be taken until the result of the test is known.</p> <p>Guidance from PHE will be followed thereafter.</p> |   |
|                   | Information of contacts for track and trace not readily available   | M | A track and trace form will be completed for each group at each session and shared with school.   | L |
|                   | Staff/child not accessing testing services, if they are symptomatic | M | Staff/child will all be given details of how to access testing services and will be advised not to come to work/school 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 14 days, or until a negative test result is provided.   | L |
| Provision of food | Spreading Covid19 during food production                            | M | Food preparation facilities comply with the latest Covid19 guidance to reduce the risk of infection and contamination. Food that is produced on site complies with Covid19 health and hygiene guidance.   | L |
|                   | Staff understand the need for enhanced hygiene measures             | M | One member of staff will prepare all the food for the groups.   | L |

## Covid19 Risk Assessment - TERM TIME Sept 2020

|                |   |   |   |   |
|----------------|---|---|---|---|
|                | Proximity of children at snack time and risk of contamination due to free to access foods | M | Children will no longer be able to help themselves to foods during snack time but will be provided their prepared individual snack by a member of staff. Staff will monitor all meal and snack times to ensure the children are not sharing food or drinks. | L |
| Communications | Parents being informed of the revised procedures at the club                              | M | Full information will be sent to parents prior to booking and weekly updates will be sent to ensure all and ongoing changes to procedures are informed.   | L |
|                | Failure to provide effective communication for staff and parents                          | M | We will update Family weekly, or more often, if new arrangements are implemented.<br>Staff will have regular meetings and daily briefings to ensure that they are kept up to date with all procedures and guidance changes.                                 | L |
|                | Parent aggression due to anxiety and stress   | M | We will aim date 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  | L |
|                | Following school procedures   | M | Directors and manager in charge will be informed of any changes within school and be in regular communication with the head teacher to ensure all procedures are followed and kept up to date when changes made.  | L |

\*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

## Covid19 Risk Assessment - TERM TIME Sept 2020

- 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

A Covid specific policy has been drawn up to bring all this information together this is provided to all staff and parents and must be adhered to.

I have read and understood this risk assessment and the Covid policy:

| NAME - PRINT | SIGN | DATE |
|--------------|------|------|
|              |      |      |
|              |      |      |
|              |      |      |
|              |      |      |
|              |      |      |
|              |      |      |
|              |      |      |
|              |      |      |