

This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments, lone working risk assessments and health and safety arrangements for your setting.

Please report **suspected or confirmed cases of COVID-19** to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 9)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others.

### *Covid-19 .. keeping us all safe*

As a trusted Provider during COVID-19, KZ are driving renewed best practice for operating within covid-19 safety measures and we have continued to support our school partners throughout lockdown with great success.

The safety measures we have implemented offer school leadership teams, parents and children assurances that we can operate safely and within the guidance and is underpinned by the following information we have put together which can be found via the links below:

- Our 'Covid safety measures' can be seen across all operational clubs and has been well received by schools and families
- Enhanced Risk Assessment, Daily Checklists & Analysis COVID-19
- Specific staff COVID-19 training

We will ensure all of the above are updated in line with the latest government guidance for our sector. Reference links can be seen below:

Guidance for providers: <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>

Guidance for parents: <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>



## Key Information Summary

<b>Childcare Provider: Kidz Zone Club LTD</b>	<b>Establishment Risk Assessment</b>	<b>RAKZ</b>
<b>Address: The Secure Store, Grovebury Road, Leighton Buzzard LU7 4SQ</b>		
<b>Person at RISK: Staff, Children, Parents, Wider Families</b>	Date assessment completed: 2/9/2021 This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
<b>Return to childcare risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19):</b>  Guidance for providers: <a href="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">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</a>  Guidance for parents: <a href="https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a>	Manager: Scott McCafferty	

**Severity Factor &**

**Remaining Risk Assessment**

**Level Severity Description Residual Risk Description**

- 1 Low, minimal risk, control measures more than adequate
- 2 Moderate, control measures satisfactory
- 3 High, control measures adequate
- 4 Very high, control measures implemented with constant review
- 5 Catastrophic, very harmful, considerations to stop activity

## Risk Assessment – Effective infection protection and control summary

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19	Parents, staff, children, wider families	<p><b>Prevention</b>  <b>Providers (including their staff where applicable) must always:</b></p> <ol style="list-style-type: none"> <li>1. Prevent contact with individuals who are required to self-isolate by ensuring they do not attend your setting.</li> <li>2. Ensure good hygiene for everyone</li> <li>3. Maintain appropriate cleaning regimes, using standard products such as detergents</li> <li>4. Keep occupied spaces well ventilated</li> <li>5. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</li> </ol> <p><b>In specific circumstances:</b></p> <ol style="list-style-type: none"> <li>6. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</li> <li>7. Promote and engage in asymptomatic testing, where available.</li> </ol>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>

## Risk Assessment – NHS Test and Trace

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
NHS test and trace	Staff, children, parents	<p>The NHS Test and Trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so. The service:</p> <ul style="list-style-type: none"> <li>• provides testing for anyone who has symptoms of coronavirus (COVID-19) to find out if they have the virus.</li> <li>• gets in touch with anyone who has had a positive test result to gather information about any close recent contacts they have had.</li> <li>• alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus.</li> </ul> <p>As an out-of-school setting TFG/KZ will play their part by:</p> <ul style="list-style-type: none"> <li>• making their settings as safe as possible for staff, children and parents.</li> <li>• promoting the need to get tested if anyone is symptomatic.</li> <li>• requesting that workers self-isolate if they have been asked to do so.</li> <li>• supporting their workers when in isolation.</li> <li>• keeping records of which children and staff are in specific groups or rooms, close contact that takes places between children and staff in different groups/rooms and the timing of the activities and interactions saving this information securely for at least 21 days.</li> </ul>	2	<ul style="list-style-type: none"> <li>• <b>Management</b></li> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> </ul>

## Risk Assessment – Cleaning / use of equipment

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of children sharing commonly used equipment for activities	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Each group will be given a pack of necessary equipment for arts and crafts – pencils, pens, erasers, sharpener, colouring pencils, scissors, glue. <b>This will stay in club and not be taken home each day – this will not be mixed between groups.</b></li> <li>• All sports equipment to be ‘wipe clean’ – bibs not used.</li> <li>• No sharing of equipment across classes/groups/ without cleaning completed. It’s still recommended equipment is rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) if being used by different groups.</li> <li>• Encourage children not to touch equipment unless it is part of the game, or it is theirs to use. E.g. don’t touch the cones on the floor.</li> <li>• Any sports equipment ‘balls, bats, rackets, clubs’ to be cleaned by staff using ‘anti bac disinfectant’ before and after use.</li> <li>• Children will not be given any opportunities in club to share equipment that hasn’t been cleaned. Shared resources within a group are allowed.</li> <li>• This will apply equally to adults sharing pens etc.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 from equipment etc travelling between home and school		<ul style="list-style-type: none"> <li>• Children will not be allowed to bring in any items from home e.g. (tablets, computer devices, phones) – <b>unless part of a ‘reasonable adjustment’ agreed by management.</b></li> <li>• Children will come to club in suitable clothes for the day.</li> <li>• Water bottle ‘named’ will go between home and club but will be on child’s own chair and kept apart when taken into a shared activity space to eliminate any cross contamination. Water bottles will be refilled by children themselves using designated tap when needed.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 as a result of children sharing indoor play equipment	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Table football / Table Tennis / Air Hockey – cleaned after use before others use – and only used by the same ‘group/bubble’ throughout the club.</li> <li>• lego or knex, board games sets per group - and cleaned daily – no to be shared across groups.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 as a result of staff sharing computers	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• No children to use school computers – staff only.</li> <li>• Before adults use mouse, keyboard of any computer that is shared with others in school they should be thoroughly wiped with an antibacterial spray.</li> <li>• Surface around computer should also be wiped before use.</li> <li>• At end of use computers should be thoroughly wiped with an antibacterial wipe again.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>

## Risk Assessment – Premises Cleaning

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from person to person via door handles/push plates	All adults and children in school	<ul style="list-style-type: none"> <li>• Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way.</li> <li>• Where possible doors will be kept open using door stops to reduce the need to touch door handles/ push plates (if not automatic doors).</li> <li>• Where doors are closed door handles/ push plates to be cleaned before school, lunchtime and end of day. Cleaning to extend to area around handle/push plate due to young children touching lower on doors.</li> <li>• If a person who is showing symptoms of COVID 19 touches door handle or push plate it must be immediately cleaned and door should not be used until it has been</li> <li>• 'Club Supervisor' will be responsible for cleaning handles and push plates before lunch.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 from person to person via surfaces	All adults and children in school	<ul style="list-style-type: none"> <li>• Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way.</li> <li>• If inside and seated children to have a specific chair that they use all the time to reduce the risk of spread from child to child</li> <li>• Staff also has one specific chair/table that they work from.</li> <li>• Staff responsible for cleaning their own chair/table each day.</li> <li>• Tables and chairs to be thoroughly cleaned each day after club has closed and before opening the next morning.</li> <li>• All indoor areas to be swept during the day and at the end of the day.</li> <li>• Daily spot mop and end of camp mop.</li> <li>• All touchable surfaces; door handles, push plates, handrails to be cleaned each day.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 from child to child via shared toilet facilities	All adults and children in school	<ul style="list-style-type: none"> <li>• Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way.</li> <li>• Toilet facilities to be designated to specific groups where possible.</li> <li>• Access managed as per number of toilet cubicles available.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 from adult to adult via shared toilet facilities	All adults in school	<ul style="list-style-type: none"> <li>• Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>

## Risk Assessment – First Aid (COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of child with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• If a child presents with COVID 19 symptoms during the club day the parents must be contacted to collect child immediately as a matter of some urgency.</li> <li>• If child then needs first aid before collection the following protocols are in place. Parent call is made at the time of commencing first aid by a separate member of staff and not delayed until first aid is completed.</li> <li>• Parent should be informed of injury via an injury form – one copy for the parent and one to be stored in club folder.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>First aiders</b></li> </ul>
Spread of Covid 19 as a result of adults needing to administer first aid to bumped heads / knees/ elbows etc.	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Treatment will be administered 'outside' by first aider – under first aider shelter (safe distance away from used facilities). Supervisor will complete.</li> <li>• Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as is possible.</li> <li>• Staff member must wear PPE visor, mask, apron and gloves.</li> <li>• Cold compress can be used and covered with tissue. Child should hold this in place themselves. Cold compress cover tissue must be disposed of after use and cold compress cleaned with 'anti-bac'.</li> <li>• Usual protocol to be followed for recording bumps to head.</li> <li>• Parent should be informed of injury via an injury form – one copy for the parent and one to be stored in club folder.</li> <li>• Gloves and apron should be bagged and be disposed of immediately.</li> <li>• Staff member administering first aid should wash and dry hands thoroughly</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>First aiders</b></li> </ul>
Spread of Covid 19 as a result of adults needing to administer first aid to cuts and grazes	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Treatment will be administered 'outside' by first aider – under first aider shelter (safe distance away from used facilities).</li> <li>• Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as is possible.</li> <li>• Staff member must wear PPE visor, mask, apron and gloves.</li> <li>• Staff member should explain to child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry.</li> <li>• First aid should be administered quickly but calmly and while reassuring child – they will find masks a bit daunting.</li> <li>• Usual protocol to be followed for recording first aid administered.</li> <li>• Parent should be informed of injury via an injury form – one copy for the parent and one to be stored in club folder.</li> <li>• Gloves, wipes, apron, tissues etc. used should be bagged and be disposed of immediately in an outside bin.</li> <li>• Staff member administering first aid should wash and dry hands thoroughly.</li> </ul>	4	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>First aiders</b></li> </ul>



<p>Spread of Covid 19 as a result of adults needing to administer first aid to child with nose bleed</p>	<p>Parents, staff, children, wider families</p>	<ul style="list-style-type: none"> <li>• Treatment will be administered 'outside' by first aider – under first aider shelter (safe distance away from used facilities).</li> <li>• Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as is possible.</li> <li>• Staff member should wear mask, gloves and apron.</li> <li>• Staff member should explain to child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry.</li> <li>• Staff member should clean area around nose bleed / hands etc. quickly but calmly.</li> <li>• Staff member should then direct child how and where to pinch nose and how to hold head.</li> <li>• Staff member must then step back to 2m distance and monitor and reassure child from this distance until nose bleed stops.</li> <li>• Usual protocol to be followed for recording first aid administered.</li> <li>• Gloves, apron, wipes, tissues etc. used should be bagged and disposed of immediately in an outside bin.</li> <li>• Staff member administering first aid should wash and dry hands thoroughly.</li> </ul>	<p>4</p>	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>First aiders</b></li> </ul>
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## Risk Assessment – First Aid (non COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of adults needing to administer first aid to bumped heads / knees/ elbows etc.	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Treatment will be administered by first aider. <b>Supervisor will complete.</b></li> <li>• Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as is possible.</li> <li>• Staff member advised to wear PPE visor, mask, apron and gloves.</li> <li>• Cold compress can be used and covered with tissue. Child should hold this in place themselves. Cold compress cover tissue must be disposed of after use and cold compress cleaned with 'anti bac'.</li> <li>• Usual protocol to be followed for recording bumps to head.</li> <li>• Parent should be informed of injury via an injury form – one copy for the parent and one to be stored in club folder.</li> <li>• Gloves, apron should be bagged and be disposed of immediately.</li> <li>• Staff member administering first aid should wash and dry hands thoroughly</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>First aiders</b></li> </ul>
Spread of Covid 19 as a result of adults needing to administer first aid to cuts and grazes	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Treatment will be administered by first aider. <b>Supervisor will complete.</b></li> <li>• Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as is possible.</li> <li>• Staff member must wear PPE visor, mask, apron and gloves.</li> <li>• Staff member should explain to child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry.</li> <li>• First aid should be administered quickly but calmly and while reassuring child – they will find masks a bit daunting.</li> <li>• Usual protocol to be followed for recording first aid administered.</li> <li>• Parent should be informed of injury via an injury form – one copy for the parent and one to be stored in club folder.</li> <li>• Gloves, wipes, tissues, apron etc. used should be bagged and be disposed of immediately in an outside bin.</li> <li>• Staff member administering first aid should wash and dry hands thoroughly.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>First aiders</b></li> </ul>

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of adults needing to administer first aid to child with nose bleed	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Treatment will be administered by first aider. <b>Supervisor will complete.</b></li> <li>• Staff member administering first aid may need to move to within 2 metres of child but should try to maintain a minimum distance of 1 metre and move back to 2 metres as soon as is possible.</li> <li>• Staff member should wear mask, gloves and apron.</li> <li>• Staff member should explain to child that they are going to put these items on, put on where child can see them but at 2m distance at this point. Reassure child not to worry.</li> <li>• Staff member should clean area around nose bleed / hands etc. quickly but calmly.</li> <li>• Staff member should then direct child how and where to pinch nose and how to hold head.</li> <li>• Staff member must then step back to 2m distance and monitor and reassure child from this distance until nose bleed stops.</li> <li>• Usual protocol to be followed for recording first aid administered.</li> <li>• Gloves, apron, wipes, tissues etc. used should be bagged and disposed of immediately in an outside bin.</li> <li>• Staff member administering first aid should wash and dry hands thoroughly.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>First aiders</b></li> </ul>

## Risk Assessment – Personal hygiene

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from person to surfaces / equipment	All adults and children in school	<ul style="list-style-type: none"> <li>• Ventilation - windows open in 'indoor bases' throughout the day.</li> <li>• Children must wash their hands on arrival in nearest WC to 'indoor base'. Controlled by staff – to avoid overcrowding.</li> <li>• Hands must be washed before leaving 'indoor base' on every occasion including end of day, visiting toilet, going out to play. <b>Hand sanitizer in each indoor base and at outdoor registration point as a back up.</b></li> <li>• <b>When children return from the toilets to rejoin a structured outdoor activity they must anti bac their hands as precaution.</b></li> <li>• Hands must be washed each time 'indoor base' is re-entered during the day.</li> <li>• On each occasion hands must also be dried thoroughly. Disposable towels must be used and disposed of properly. Bins will be checked at the end of morning break and lunch time and emptied when necessary. <b>Must be emptied at the end of the day</b></li> <li>• Parents will be given guidance to wash hands before leaving home and when returning home from 'outdoor registration point'.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 from person to surfaces / equipment	All adults and children in school	<ul style="list-style-type: none"> <li>• Staff must wash their hands on arrival in nearest staff WC to 'indoor base. (One at a time)</li> <li>• Hands must be washed / sanitised before leaving 'indoor base' on every occasion including end of day, visiting toilet, going out to play</li> <li>• On each occasion hands must also be dried thoroughly. Disposable towels must be used and disposed of properly. Bins will be checked at the end of morning break and lunch time and emptied when necessary. <b>Must be emptied at the end of the day</b></li> <li>• Hands must be washed / sanitised each time 'indoor base' is re-entered during the day</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Spread of Covid 19 from person to surfaces / equipment	All adults and children in school	<ul style="list-style-type: none"> <li>• A handwashing protocol must be in place for handwashing of all adults and children in school. Handwashing is always preferable and more effective than hand sanitisers.</li> <li>• 20 seconds minimum for each occasion hands are washed.</li> <li>• On each occasion hands must also be dried thoroughly. Disposable towels must be used and disposed of properly. Bins will be checked at the end of morning break and lunch time and emptied when necessary. <b>Must be emptied at the end of the day</b></li> <li>• Hand washing posters will be shared and displayed on each toilet</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
		entrance' to demonstrate handwashing protocol <ul style="list-style-type: none"> <li>• All children will be supervised with handwashing (One at a time).</li> </ul>		
Spread of Covid 19 from people needing to enter school building from main entrance	All adults and children in school	<ul style="list-style-type: none"> <li>• Hand sanitiser will be available from dispenser at outside registration point</li> <li>• <b>Parents will not be allowed to enter the indoor building under any circumstances</b></li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 via air borne particles	All adults and children in school	<ul style="list-style-type: none"> <li>• <b>Each day</b> children to be reminded of covering mouth / nose when sneezing and the following respiratory hygiene.</li> <li>• Promote the <b>"catch it, bin it, kill it"</b> approach if children / adults cough or sneeze.</li> <li>• Remind children/adults to cough in to elbow or cover mouth with hand.</li> <li>• If children sneeze or cough into hands prompt them to wash hands immediately.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 due to lack of adequate and appropriate cleaning materials	All adults and children in school	<ul style="list-style-type: none"> <li>• Staff must keep club manager informed of supply needs.</li> <li>• Club manager must keep Management team informed of supply needs.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>

## Risk Assessment – Playtimes

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 from person to person	Pupils and staff	<ul style="list-style-type: none"> <li>• Each group of children will have a designated space to play in.</li> <li>• Social distancing measures between groups will still be in place during playtime.</li> <li>• Children should be reminded and prompted to keep to no contact distances.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 from shared equipment	Pupils and staff	<ul style="list-style-type: none"> <li>• Outdoor play equipment e.g. jungle gyms, climbing walls etc. will not be in use due to 'insurance policy terms'.</li> <li>• Footballs and other 'wipe clean' equipment will be able to be used – and must be sprayed with antibacterial spray at the end of each playtime.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19	Pupils and staff	<ul style="list-style-type: none"> <li>• Hands must be washed before and after playtime following the personal hygiene RA.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>

## Risk Assessment – Social distancing of adults and children at start and end of club day

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of people not social distancing from each other	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Parents will receive strict guidance about social distancing within school grounds prior to club commencing.</li> <li>• Staff members will be on duty in outdoor registration point to ensure guidelines are adhered to.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Safety of all on site and space for parents to social distance	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Parents to follow school procedure for this.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of people not social distancing from each other at start of club day	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• <b>Parents not to enter school building during drop off or collection.</b></li> <li>• <b>KZ staff will wear masks during registration times and talking to parents.</b></li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of people not social distancing from each other at end of club day	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• <b>Parents not to enter school building during drop off or collection.</b></li> <li>• <b>KZ staff will wear masks during registration times and talking to parents.</b></li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of parents needing to collect children early building from main entrance	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• If a child needs to be collected early from club parent will call club to arrange this in advance alternatively the club will contact the parent who will be asked to come to main entrance of the school.</li> <li>• Child will be ready for collection at this point.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>

## Risk Assessment – Social Distancing of ‘Activity Bubbles’ children

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of children being in a ‘bubble’ with other children	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Outdoor learning will be used as much as possible using the designated outdoor space for each group.</li> <li>• To reduce transmission risk children will be in small age appropriate ‘activity groups’.</li> <li>• Children are no longer required to social distance from one another.</li> <li>• Staff should adhere to strict and regular handwashing routines throughout the day.</li> <li>• Wherever possible different ‘groups’ of children will not mix in the club building or the outside play areas – where relevant to the size of your site.</li> <li>• If inside each child will have own specified chair and at a distance of 1m from another child <b>where possible</b>.</li> <li>• Each Activity group will have it’s own arts and crafts resources.</li> <li>• Wandering /unnecessary movement around the indoor area will be discouraged.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of children needing to line up with other children	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Entry into club each morning will be on arrival.</li> <li>• However if going to another part of the school then in a line is the best way to ensure social distancing.</li> <li>• If required they should be two large paces apart as a minimum where possible.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of children doing sports activities together	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Spacing between children should be maintained where possible.</li> <li>• AfPE and YST guidance for sports will be followed indoor and outdoors as per DofE guidance recommendations.</li> <li>• If extreme wet weather indoors exercise routines dance, yoga will be good activities. Station based skill activities where respiratory rates are kept to a minimum will be selected.</li> <li>• <b>Activities should be outdoors where possible.</b></li> <li>• All equipment used cleaned before and after using ‘anti bac’.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of eating morning snack / lunch together if in club for full days	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Children to sit in their own ‘seat’ whilst eating.</li> <li>• Handwashing before and after food has been eaten.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of COVID 19 as a result of ‘Tuck shop’ snacktime ‘extended club’	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Hand washing before and after lunch has been eaten.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>



Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of COVID 19 as a result of 'End of day presentation'	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Certificates to be given out - staff to hand out wearing gloves or staff hand sanitize before giving out.</li> <li>• Star of the week – staff to hand out wearing gloves or staff hand sanitize before giving out.</li> <li>• Daily rewards – sticker books or wall charts that stay in club</li> </ul>	3	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children</li> </ul>

## Risk Assessment – Social Distancing of staff

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of staff being in club with children	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>Staff should adhere to strict and regular handwashing routines throughout the day.</li> <li>Staff should try to maintain a distance from children where possible.</li> <li>Coaching advice and points should be done at a distance where this is possible.</li> <li>Indoor bases will be set up to allow a clear walkway.</li> </ul>	3	<ul style="list-style-type: none"> <li><b>Club manager</b></li> <li><b>Staff</b></li> </ul>
Spread of Covid 19 as a result of staff being in a indoor base with child who is distressed	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>At times a child may become distressed and staff member feels the correct course of action is to approach and comfort child.</li> <li>This may only happen when you are sure no COVID19 symptoms are present.</li> <li>If a child has recently been unwell with symptoms of Covid 19 or symptoms are evident them PPE must be used.</li> <li>Gloves and mask will be provided that can be used.</li> <li>As soon as child is calm resume the 2m social distancing.</li> </ul>	3	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>Children</b></li> </ul>
Spread of Covid 19 as a result of staff being in close distance to other staff members	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>Staff should maintain a distance from each other whenever possible.</li> <li>Staff should wash/sanitize their hands before leaving indoor base.</li> <li>Staff not to use any school cups, mugs, plates etc. <b>under any circumstances.</b></li> <li>Surfaces should be cleaned with antibacterial spray before use.</li> <li><b>School staff room out of bounds – unless you’ve been told otherwise by headteacher.</b></li> <li><b>Staff to wear masks when walking through corridors and indoor communal areas; until they reach their activity destination.</b></li> </ul>	3	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>Children</b></li> </ul>
Spread of Covid 19 as a result of staff meeting gatherings	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li><b>Staff meetings should be kept to a minimum and should only happen when really necessary to the effective running of the club – will take place outside if not remotely online.</b></li> <li>Where possible meetings should operate remotely still as they have done during lockdown.</li> </ul>	3	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>Children</b></li> </ul>
Spread of COVID 19 as a result of being in club	Staff Wider families	<ul style="list-style-type: none"> <li>Number of staff in club should be kept to the minimum required for the number of children attending club.</li> </ul>	3	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>Children</b></li> </ul>
Spread of COVID 19 as a result of being in club and bringing into staff homes	Staff Wider families	<ul style="list-style-type: none"> <li>Staff should wash hands before leaving school building and on arriving home.</li> <li>Current guidance states that there is a low risk of staff carrying COVID19 into homes on clothing.</li> <li>Current guidance says that there is low risk of staff carrying COVID in on bodies if handwashing is adhered to.</li> <li>However as an extra precaution staff may wish to shower and must place uniform in washing machine on their return home.</li> </ul>	3	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>Children</b></li> </ul>
Spread of Covid 19 from other people needing to access club.	All staff and pupils	<ul style="list-style-type: none"> <li>Contractors will be seen by site manager maintaining social distancing – if needed to be in school will be restricted to only area they need to be in and asked to used hand sanitisers provided.</li> <li>Parents will be asked to contact head office by phone or email and asked not to visit school for reasons other than dropping off and collecting children.</li> </ul>	3	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>Children</b></li> </ul>

## Risk Assessment – Staff illness

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Testing	All Staff	<ul style="list-style-type: none"> <li>• Staff will complete lateral flow testing twice a week 3 to 4 days apart as recommended. <b>Please complete on a Sunday night and Wednesday night.</b></li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Spread of Covid 19 from staff member who is unwell with non COVID19 symptoms	All staff	<ul style="list-style-type: none"> <li>• Staff to wear masks when walking through indoor corridors and communal areas.</li> <li>• Staff have the option to wear a mask when leading activities.</li> <li>• Club supervisors to wear masks when signing in and signing out children with parents.</li> <li>• Staff to be provided with hand sanitizer.</li> <li>• Disposable gloves and aprons available.</li> <li>• Staff to shower and wash uniform each day (wash reusable mask if they wear it)</li> <li>• If staff member is unwell and consider their symptoms are COVID19 related (or possibly so) they must take a test as soon as they are able.</li> <li>• If they are not COVID 19 related staff member must decide in usual way whether they are well enough to be in work / whether illness could be transmitted to others.</li> <li>• If too unwell to be in club staff member must notify their manager.</li> <li>• Hand washing protocol (see personal hygiene RA) must be maintained at all times throughout each day to reduce risk of spread this way.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Spread of Covid 19 from staff member who is unwell with COVID19 symptoms	All staff	<ul style="list-style-type: none"> <li>• If staff member is unwell and consider their symptoms are COVID19 related (or possibly so) they must take a test as soon as they are able.</li> <li>• If the symptoms are COVID 19 related or test is positive then staff member must not come into work.</li> <li>• Follow Current guidance for self isolation.</li> <li>• Staff member may return to work after isolation period if symptoms have not developed and staff member is well.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Spread of Covid 19 from staff member who lives with someone who is unwell with COVID19	All staff	<ul style="list-style-type: none"> <li>• If staff member lives with a family member who becomes unwell they must consider whether their symptoms are COVID19 related (or possibly so) and a test should be taken if possible.</li> <li>• If the symptoms are COVID 19 related or there is a possibility they are then staff member must not come into work.</li> <li>• Follow current guidance for self isolation.</li> <li>• Staff member may return to work after isolation period if no symptoms</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>

<b>Hazard/ Activity</b>	<b>Persons at Risk</b>	<b>Control Measures</b>	<b>Risk Rating</b>	<b>Persons responsible</b>
symptoms		have developed and staff member is well.		

## Risk Assessment – Unwell child (COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of child presenting with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• As part of our terms and conditions and written welcome letter Parents will be given clear and firm guidance about not sending children to club if they have any symptoms that are related to COVID 19.</li> <li>• Parents will be asked to take the temperature of their child if ill and not send them to club if it is 38C or above.</li> <li>• Children's temperature is taken in the morning on our contactless temperature radar; before allowing access to the club; any children with a temperature of 38C+ will not be allowed to attend.</li> <li>• Reminders will be given on welcome emails to parents.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 as a result of child presenting with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Child will be taken to 'outdoor area' with their belongings and supervised by staff member – socially distanced.</li> <li>• Adults supervising children with suspected Covid 19 symptoms must wear PPE (visor, face mask, gloves)</li> <li>• When parent arrives, adult supervising child will supervise their exit from maintaining distance from parent and child.</li> <li>• Child must not return to holiday until they are symptom free.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of child /staff member presenting with COVID 19 symptoms	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• If child tests positive for Covid 19 we will contact PHE and NHS test and trace for next steps and Parents will be contacted by telephone to inform them of this advice – <b>as per latest gov guidance.</b></li> <li>• If a staff member tests positive for Covid we will contact PHE and NHS test and trace for next steps and Parents will be contacted by telephone to inform them of this advice. <b>as per latest gov guidance.</b></li> <li>• We store child and parent contact details and registers showing which activity groups children have been in; so would quickly be able to access this for track and trace purposes.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of child coming into club when a family member they live with has COVID 19 symptoms or actual virus.	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Child must be home in isolation and not attend club for 14 days after the family member they live with has presented with symptoms.</li> <li>• If they have not shown symptoms of virus after 14 days they may return to club</li> <li>• If child has had symptoms they must isolate at home for the advised period by the government and should only return to club when symptom free.</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>

## Risk Assessment – Unwell child (non COVID 19 symptoms)

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Spread of Covid 19 as a result of child needing collection from school due to non COVID 19 illness	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Toing and froing of children /staff around school must be kept to a minimum</li> <li>• If a child is unwell during the day, the Club Supervisor needs to make decision about child being in school or being sent home.</li> <li>• Parent will be contacted for immediate collection of child from registration point.</li> <li>• When parent arrives, adult supervising child will supervise their exit from this gate maintaining distance from parent and child.</li> </ul>	2	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> </ul>
Spread of Covid 19 as a result of child needing collection from school due to non COVID 19 illness	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• When parent arrives, adult supervising child will supervise their exit from this point.</li> </ul>	2	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> </ul>
Spread of Covid 19 as a result of child needing collection from school due to non COVID 19 illness that involves vomiting	Parents, staff, children, wider families	<ul style="list-style-type: none"> <li>• Sick bowls / bags to be made available in all 'indoor bases' in use and outdoor first aid area.</li> <li>• If a child vomits the usual procedure of 'absorbent powder' being applied will need to happen.</li> <li>• Supervisor to collect the kit from the club box and apply powder to area.</li> <li>• At the same time making request that child's parent is contacted urgently.</li> <li>• Site team (if in school) should be informed immediately to ensure clean up happens as quickly as possible.</li> <li>• Child should be directed and supported form a distance to wash hands and change if needed into spare clothes they have brought with them to club.</li> <li>• Child should then be taken to outdoor shaded area.</li> <li>• When parent arrives, adult supervising child will supervise their exit maintaining distance from parent and child.</li> </ul>	2	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Children</b></li> <li>• <b>Parents</b></li> <li>• <b>Site team</b></li> </ul>

## Risk Assessment – Vulnerable staff / Family members

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Danger of catching COVID 19 if you are in very high risk vulnerable group	Staff in very high risk group	People are in the Very High Risk Group if they: <ul style="list-style-type: none"> <li>• have had an organ transplant</li> <li>• are having chemotherapy or antibody treatment for cancer, including immunotherapy</li> <li>• are having an intense course of radiotherapy (radical radiotherapy) for lung cancer</li> <li>• are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)</li> <li>• have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)</li> <li>• have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine</li> <li>• have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)</li> <li>• have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)</li> <li>• are taking medicine that makes them much more likely to get infections (such as high doses of steroids)</li> <li>• were born with a serious heart condition and are pregnant</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Danger of catching COVID 19 if you are in high risk vulnerable group	Staff in high risk group	People are in the High risk group if they: <ul style="list-style-type: none"> <li>• are 70 or older</li> <li>• are pregnant</li> <li>• have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)</li> <li>• have heart disease (such as heart failure)</li> <li>• have diabetes</li> <li>• have chronic kidney disease</li> <li>• have liver disease (such as hepatitis)</li> <li>• have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)</li> <li>• have a condition that means they have a high risk of getting infections</li> <li>• are taking medicine that can affect the immune system (such as low doses of steroids)</li> <li>• are very obese (a BMI of 40 or above)</li> </ul>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>

## Risk Assessment – Premises Related Matters

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	Staff, children, parents	<ul style="list-style-type: none"> <li>Review the 'daily environment risk assessment completed before each club', to ensure control measures remain suitable and in place.</li> <li>Update to include COVID-19 and any changes that have been necessary (e.g. hand washing locations, one-way systems, allocation of specific toilets for each key stage).</li> </ul>	2	<ul style="list-style-type: none"> <li><b>Staff</b></li> </ul>
Evacuation procedures	Staff, children, parents	<ul style="list-style-type: none"> <li>Review the fire procedures taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</li> <li>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</li> <li>Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</li> </ul>	2	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>School</b></li> </ul>
Water hygiene – management of legionella (Where appropriate)	Staff, children, parents	<ul style="list-style-type: none"> <li>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance <a href="#">Managing school premises during the coronavirus outbreak</a> (and NPS guidance: Water Hygiene Management during Covid-19 Lockdown)</li> </ul>	2	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>School</b></li> </ul>
Using and monitoring new practices to reduce risk of Covid-19 transmission	Staff, children, parents	<ul style="list-style-type: none"> <li>Prevent Covid-19 staff training complete.</li> <li>RISK assessment training to be completed prior to club re-opening including:</li> <li>Contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, cleaning arrangements, location of designated room for suspected cases.</li> <li>Club staff to have open line to management during club should they need advice / raise concerns or make suggestions.</li> <li>Club Co-ordinators must monitor arrangements throughout the day and make remedial actions where needed.</li> </ul>	2	<ul style="list-style-type: none"> <li><b>Staff</b></li> </ul>



		<ul style="list-style-type: none"> <li>Updated Setting Policies &amp; Procedures Including Safeguarding in relation to Covid-19.</li> </ul>		
Ventilation to reduce spread	Staff, children, parents	<ul style="list-style-type: none"> <li>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, circulatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Ventilation to chemical stores should remain operational <b>day and make remedial actions where needed.</b></li> <li><b>Updated Setting Policies &amp; Procedures Including Safeguarding in relation to Covid-19.</b></li> </ul>	3	<ul style="list-style-type: none"> <li><b>Staff</b></li> <li><b>School</b></li> </ul>
Management of waste	Staff, children, parents	<ul style="list-style-type: none"> <li>Ensure bins for tissues have lids and are emptied throughout the day.</li> <li>Follow guidance on disposal of waste (such as used fluid resistant masks) <a href="#">Safe-working in education childcare and childrens social care including the use of PPE</a></li> </ul>	2	<ul style="list-style-type: none"> <li><b>Staff</b></li> </ul>
Activities to take place outdoors in line with social distancing.	Staff, children, parents	<ul style="list-style-type: none"> <li>All activities where possible to be outside weather permitting. See proposed activity club letter.</li> </ul>	2	<ul style="list-style-type: none"> <li><b>Staff</b></li> </ul>

## Risk Assessment – Staff Related Matters

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Inadequate training for Managers on completion of RA for covid-19, leading to anxiety and lack of the reassurance needed for staff	Staff, children, parents	Guidance, risk assessment and checklist provided to Childcare Providers.	1	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Insufficient staff capacity to deal with increased numbers of children - Shortage of staff to maintain ratios	Staff, children, parents	Lone working training and RISK assessment completed by all staff.	2	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Staff, children, parents	Plans shared with staff during training before club reopens. Open line to staff once club reopens for any support they need or suggestions they have.	1	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Staff understanding of new changes – safe practice at the setting.	Staff, children, parents	Talk to & involve staff with the activity planning .	1	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Accessing testing arrangements are clear for all staff	Staff, children, parents	Lateral flow testing accessible and recommended twice per week at 3 or 4 day intervals. Access to Covid-19 testing is readily available. Information shared with staff during training.	1	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>

Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	Staff, children, parents	<p>If a child, becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home a face mask and visor (optional) should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>If contact with the child or young person is necessary, then gloves, an apron and a face mask, visor (optional) should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Visor) Ensuring that fluid resistant face masks are available and a supply is maintained.</p> <p><a href="#">Safe-working in education childcare and childrens social care including the use of PPE</a></p>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors.	Staff, children, parents	<p>Completed RISK assessment undertaken for clinically vulnerable staff as per government guidance, and where for all staff especially those who may be anxious, <a href="#">Risk Assessment for Employees returning to childcare - Covid -19</a></p> <p>Guidance on shielding and protecting extremely vulnerable persons <a href="#">Guidance on shielding and protecting extremely-vulnerable persons from covid 19</a> and clinically vulnerable people <a href="#">Staying alert and safe social distancing clinically vulnerable people</a> has been followed in relation to staffing arrangements.</p>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Staff use of PPE		<p>Intimate care – NA. Staff use of PPE masks can be worn inside or outside at employees choice. Further PPE provided for FA treatment in the form of gloves, apron, visor. Gloves and apron provided for food hygiene. Staff must wear masks when signing in and signing our children with their parents; and when walking through corridors / communal areas.</p>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Use of PPE Lack of understanding		<p>Adequate training / briefing on use and safe disposal. Follow guidance on putting on and taking off standard PPE <a href="#">Covid 19 personal protective-equipment use for non aerosol generating procedures</a> and above guidance on use in education settings.</p>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Dealing with suspected and confirmed cases / cases		<p>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting</p> <p>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p>	3	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>
Dealing with staff well-being	Parents, staff, children, wider families	<p>Staff Well Being</p> <ul style="list-style-type: none"> <li>• Masks and face coverings for staff that want to wear them.</li> <li>• Hand sanitizer for each staff member.</li> <li>• Protective gloves, masks, aprons, visors provided for first aid.</li> <li>• All staff to complete 'prevent covid-19' training before returning to work.</li> </ul>	2	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> </ul>

		<ul style="list-style-type: none"><li>• All staff to complete training in relation to RISK assessment analysis; and will have a duty of care to implement all control measures and report any concerns immediately to their line measures.</li><li>• Working RISK assessment so will control measures may need to be re-evaluated as scenarios change.</li><li>• MD to continue to update staff as and when situations develop and guidance changes.</li><li>• Staff rotas in place with scheduled 'non contact time outdoor breaks' for staff.</li><li>• Separate area for outdoor breaks will be provided for staff.</li><li>• MD regular contact with club supervisors to monitor staff well being.</li></ul>		
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## Child Related Matters

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Vulnerable groups who are clinically, extremely vulnerable.		Parents should follow medical advice if their child is in this category: <a href="#">Guidance on shielding and protecting extremely vulnerable persons from covid 19</a> <a href="#">guidance on protecting people most-likely to get-unwell from coronavirus,shielding young peoples</a> or if someone within their household is in this category <a href="#">Guidance on shielding and protecting extremely-vulnerable persons from covid 19</a>	2	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> <li>• Children</li> </ul>
Children with EHCP		Individual HCP and Additional Needs Plans will be reviewed in consultation with parents prior to attendance; and additional steps will be considered.  Individual RISK assessments will be completed and discussed with staff.	2	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> <li>• Children</li> </ul>
Children unable to follow guidance		Ensure that the same where possible staff are assigned to bubble group. Some children will need additional support to follow these measures.	2	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> <li>• Children</li> </ul>

## Provision of food

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination		Follow usual food safety and hygiene procedures and Government guidance for catering establishments <a href="#">Guidance/working safely during covid-19/restaurants offering takeaway or delivery</a> . Ensure Health & Safety policies are followed	2	<ul style="list-style-type: none"> <li>• Staff</li> </ul>
Food that is able to be prepared on premises is compliant with		As above	2	<ul style="list-style-type: none"> <li>• Staff</li> </ul>

Covid - 19 health and hygiene guidance				
Catering staff are operating in a safe environment			-	

## Communication with parents and others

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Parents, contractors and other staff entering or working in the setting.		No entry to club area; parents to wait outside club entrance when dropping off and collecting each day. Parents asked to wear masks at registration times.	2	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> <li>• <b>Children</b></li> </ul>
Suppliers understanding and complying with new arrangements		N/A		
Communications to parents and staff		Parents to be issued with a summary of our covid-19 measures and 'club rules' via email prior to attendance. Regular parent communications available through our CRM.	2	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Parents</b></li> </ul>
Parent aggression due to anxiety and stress.		Reassurance through our covid-19 measures; and parents can contact our H/O to discuss any questions or worries they have.	2	<ul style="list-style-type: none"> <li>• <b>Parents</b></li> <li>• <b>Staff</b></li> </ul>

## Other Considerations

Hazard/ Activity	Persons at Risk	Control Measures	Risk Rating	Persons responsible
Existing policies	Staff, children	<ul style="list-style-type: none"> <li>• Children to be sent to toilet in pairs individually – staff member to be in view of toilet entrance at all times.</li> <li>• Children not to write on staff board that they are in the toilet (personal hygiene reasons) staff member to do this instead.</li> <li>• All other SFG and BM procedures to be followed.</li> </ul>	2	<ul style="list-style-type: none"> <li>• Staff</li> </ul>