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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:** 29 November 2021 |
| **Risk assessment number/ref:**  ***(add your own if so desired): RA-013*** | **Manager Approval:** Proprietor | | **Date: 29 November 2021** |

| **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** |
| --- | --- | --- | --- | --- | --- | --- |
| **Individual risk factors meaning staff/pupils more vulnerable to COVID-19** | Staff,  Students / pupils / wider contacts  Spread 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 |
|
| 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/  SENCO  First 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 llnesses/symptoms. | Written agreement in place and signed by parents and carers. |  | Before child starts and in newsletters termly | Ongoing |
| Staff  Vulnerable individuals including pregnant employees to have a risk assessment undertaken on their role and ability to maintain 2m+ social distancing. |  | 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 contacts  Spread 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.**  Ensure NE is notified.  Individual goes home immediately (if awaiting collection by their parent, isolate child in the kitchen area at least 2m away from others, open a window for ventilation) and self-isolate.  Staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) **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 (type IIR), disposable apron and gloves.  Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.  Anyone who has had contact with those with symptoms to wash hands thoroughly.  All 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> )  Students / staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case is recommended to take a PCR Test and can remain in the setting, unless a positive result is received.  Further actions for education and childcare settings may be advised by a local Incident Management Team (IMT) investigating a confirmed or suspected case of the Omicron variant of COVID-19. All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted direct and required to self-isolate immediately and will be asked to book a PCR test. The will be informed by the local health protection team or NHS Test and Trace if they fall into this category.  **Testing** Staff / pupils who develop symptoms should be PCR 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 [COVID-19: getting tested guidance](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested).  Tests can be booked online through the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> Direct link is <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name> or call 119 if they have no internet access.  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 areement.    Ensure staff are vigilant to this. | All Staff | Advice issued before start and as part of the agreement. | Ongoing |
| 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> )  Management Committee at hall to be notified. | 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.  They have been advised by NE that if they are unable to maintain a 2m distance from each other and children then they must wear a face covering whilst in the hall. The current guidelines regarding face coverings in Education are <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>  Staff must social distance from each other as much as is practical and try and not move between groups and bubbles within the building.  Face coverings does not replace social distancing, good hand washing and good hygiene protocols.  **Positive case in the setting**  In the event of an outbreak (**5+ cases or 10% of the setting**) report to HCC via  [COVID.EYSEducation@hertfordshire.gov.uk](mailto:COVID.EYSEducation@hertfordshire.gov.uk).  **See separate Outbreak Management Plan**  *See COVID-19 case reporting flowchart for schools*  [*https://thegrid.org.uk/covid-19/key-documents-for-schools*](https://thegrid.org.uk/covid-19/key-documents-for-schools)  HCC Public Health will work through a risk assessment to identify close contacts and assist with action in response to a positive case.  Asymptomatic testing (LFD testing)  All staff advised to undertake twice weekly LFT and to continue to do so until further notice.  Ofsted to be notified. Incident added to CPOMS. |  |  | NE to arrange cover for staff member and notify parents and staff if closure is needed. |
| **General Transmission of COVID-19**  **Maintenance of social distancing.**  **Effective hygiene protocols** | Staff,  Children / Parents and carers / wider contacts  Spread 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 |
| Welfare facilities are provided which contain suitable levels of soap and paper towels. Signs on walls to remind everyone to wash their hands for 20 seconds. | 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/sprays 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.  COSHH data sheets to be kept on site for all products used.  **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 daily 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, Charm disinfectant spray and Fairy Antibacterial washing up liquid. |  | 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 |
| 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.  COSHH data sheets to be kept on site for all products used. |  | Staff |  |
| Monitor site access points to facilitate social distancing.  Parents will not be allowed into the building daily. If parents need to enter the building they will be required to enter through the back door near the kitchen and wear a mask. 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 front door to meet the parent. |  | NE  NE | Daily |
| Visitors  Only essential visitors are allowed onto the premises and only with prior arrangement made with NE.  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.  Signage in toilets regarding good hygiene are on walls. |  | Any visitors to be agreed with NE beforehand.  Access monitored by staff  Staff | Daily |
| Daily |
| Staff  On 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.  Occupied rooms to be kept as **well ventilated** as possible (by opening windows) or via ventilation units. See [HSE guidance](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=intro-1&utm_content=aircon-22-jun) and [CIBSE COVID-19 ventilation guidance](https://cibse.org/coronavirus-covid-19/emerging-from-lockdown) . CO2 monitor is now in the hall. During snack time when all children are seated at tables the back door will be opened to flush some fresh air through to lower the CO2 levels that have been raised before this time.  **In cooler weather open windows just enough to provide constant background ventilation**, open windows more fully between sessions, during breaks etc. Use heating / additional layers of clothing to maintain comfortable temperatures. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) | Hand sanitizer in main entrance plus handwashing in designated area. | All staff | Daily |
| **Access to & from site** | Staff,  Children / Parents and carers / wider contacts  Spread of COVID 19 | When children are taken or collected from Schools via car or minibus hand sanitiser will be used before they get into the vehicle. The vehicle will then be sanitised with antibacterial spray or wipes before the vehicle is used again. |  | Staff | Daily | Ongoing |
| 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. This is recorded on a risk assessment sheet for each session. |  | All Staff | Daily |
| Children are not allowed to bring in toys from home to play with or share at show and tell time. |  | All staff | Daily |
| Consider opportunities for outdoor playing to assist in social distancing as much as possible/practical. |  |  | 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 as a first choice.  Parents to communicate with the club via telephone or email only or socially distanced outside of the building. |  | 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 with liners and lids in these areas with regular removal and disposal. |  | NE | Daily |
| **Contact points**  **Equipment use.** | Staff,  Children/ Parents and carers/ wider contacts  Spread of COVID 19 | **Toilets**  If a child needs to be changed as they have had a toileting accident then staff must ensure that they wear PPE whilst changing and cleaning up the child and the surrounding area which may be wet. Any wet/soiled items must be double bagged and either disposed of or given to the parent/carer at collection time. Children must be encouraged to undress themselves and dress themselves if they are able to help reduce the risk for staff. |  | Prior to group starting | Daily | Ongoing |
| 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 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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| 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 |
| **Proximity of children/ staff** | Staff,  Children/ Parents and carers / wider contacts  Spread 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). |  | Fire Warden | As Needed | Ongoing |
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| 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. | If a suspected case, the hall will be shut down for a thorough deep clean. | Staff | Daily |
| 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 along with all Schools, Community Centre Management Committee and SPINS Nursery. A Copy will also be posted onto the website. | Staff | Prior to new group being set up |
| Decisions on staffing levels made dependent on numbers / needs of pupils present at each session.  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 or full closure may be required in event of staff shortages. | All staff sent a copy of the risk assessment along with all Schools, Community Centre Management Committee and SPINS Nursery. A Copy will also be posted onto the website. | NE | In line with timescales. |
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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. They also need to wear face coverings during these sessions.
* 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. Staff should take home their tabards to wash them at the end of each week.
* 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.
* 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

Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak 29 November 2021 <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Protective measures for holiday and after-school clubs, and other out of school settings during the coronavirus (COVID-19) outbreak 29 November 2021 <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 colleges during the COVID-19 pandemic: 29 November 2021 <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>

Cleaning in non-healthcare settings outside the home 19 July 2021 <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 20 July 2021 <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>

COVID-19 Guidance for first responders 16 August 2021 <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>

COVID-19: Guidance for households with possible coronavirus infection 17 November 2021 <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Test and Trace Maintaining Records 20 July 2021 <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>