

OOSC Risk Assessment for St Barnabas Out of School Club

Epidemic & Pandemic Diseases COVID19 Operational Return

THIS RISK ASSESSMENT IS TO BE USED IN CONJUNCTION WITH GOVERNMENT, PUBLIC HEALTH ENGLAND & NHS GUIDANCE AND ADVICE.

| Area of risk | Possible Hazards | Group of people especially at risk | Controls | Risks which are not adequately controlled. What action would you take where possible to reduce the risk |
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| Premises | Spread of COVID19 & other diseases | Parents, children & Staff | <p>Making setting safe as possible for staff and children.</p> <p>Where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening including legionnaires checks.</p> <p>Keep windows/doors open where possible to ensure good ventilation.</p> <p>Open more windows when too cold for doors open to ensure more ventilation</p> <p>All Parents/carers to receive by email a copy of RA</p> <p>(19/10/20) At all local Covid alert levels early years settings should continue as normal.</p> | Children to wear coats inside. Encourage Parents/Carers to send extra thick clothes |
| Hygiene Hand washing, cleaning, waste | Spread of COVID19 & other diseases | Children & Staff | Staff to follow guidance on 'SYSTEM OF CONTROL' to help reduce risk of spreading the virus for a safer environment. | |

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| <p>disposal, laundry etc.</p> | | | <p>All children and staff must wash their hands upon arrival at the setting.</p> <p>Children and staff members should be encouraged to wash their hands more frequently and furrily. Children & staff will use paper towels to dry their hands.</p> <p>An enhanced cleaning schedule must be implemented that includes furniture, surfaces, and children's toys and equipment.</p> <p>Communal area, touch points, such as door handles, light switches and hand washing facilities must be cleaned and sanitised regularly.</p> <p>All waste must be disposed of in a hygienic and safe manner. Tissues must be immediately disposed of in a separate bin. Encourage good hygiene of CATCH IT, BIN IT, KILL IT.</p> <p>All items within the setting requiring laundering must be washed on a high setting.</p> <p>Items such as towels, flannels will not be used.</p> <p>Disposable cups, plates, and cutlery to be used. Snack will be served by staff</p> <p>Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. Encourage good hygiene of CATCH IT, BIN IT, KILL IT.</p> | <p>Allocate one member of staff per session dedicated to cleaning of hygiene. Staff to sign hygiene sheet when cleaning is done.</p> |
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| | | | All letters and forms to be emailed to Parents/Carers | |
| Health & Safety & Risk Assessments | Spread of COVID19, infections, diseases, accidents etc. | Staff & children | <p>All activity should be risk assessed and due consideration given to any adaptations to usual practice.</p> <p>This will include the suspension of learning experiences involving materials which are not easily washable such as malleable materials and the suspension of the sharing of food and utensils.</p> <p>Children to be encourage not to bring in any items from home such as books/toys.</p> | |
| PPE | Spread of infection | Staff, children & parents | <p>Government guidance is that PPE is not required for general use in early years/childcare settings to protect against COVID- 19 transmission.</p> <p>Where staff request PPE, they must adhere to the guidance on safe use and removal of masks.</p> <p>Staff to wear face masks down corridors of school where there is no air ventilation.</p> <p>PPE should continue to be worn as normal for toileting changing and the administration of first aid.</p> <p>All staff to sign up to weekly Covid testing.</p> | <p>W.H.O adapted guidance on the when and how to use masks.</p> <p>Further information and guidance can be found at www.who.it</p> <p>Staff to have own PPE bag containing face mask, hand gel/wipes pack of tissues, pen.</p> |
| Supplies | Spread of infection | Staff & children | <p>The manager & staff should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies.</p> <p>The setting will not be able to operate safely without essential supplies required for ensuring infection control.</p> | Supplies bought in advance of opening |

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| | | | <p>A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting.</p> <p>When stocks are low, other options may be considered, such as the use of washable items. These items will be washed at a high temperature and separate to any other washing.</p> <p>In the case the supply of food is interrupted, procedures must be implemented to ensure the appropriate food alternatives are sourced, and normal food safety and hygiene processes are followed.</p> | <p>Manager to order when stock needed</p> <p>Provision of materials aprons for single use.</p> <p>Obtain snack orders via click and collect/trip to supermarket.</p> |
| Attendance | Spread of COVID19 | Parents | <p>Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</p> <p>Parents should be encouraged to ensure they do not leave travel accessories including buggies, car seats, scooters at the setting premises.</p> <p>Aim to limit drop off and pick up to 1 parent per family.</p> <p>Arrange drop off and pick up at the School entrance doors entrance to avoid parents entering the setting unnecessarily.</p> <p>Parents/Carers to wear face covering when dropping off and picking up.</p> | <p>Parents should receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children, staff, and themselves.</p> |

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| | | | <p>When parents are waiting to drop off or collect their child, social distancing should be maintained in a safe area.</p> <p>Consider allowing parents to enter the setting for the purpose of settling in sessions if not doing so would cause a child distress. The staff should consider measures to minimise contact between the parent and other children and staff members.</p> <p>Track and Trace permission forms emailed to all parents/carers for signature.</p> <p>Parents emailed enplaning track and trace regarding permission to give NHS track and trace contact details.</p> | |
| Attendance | Spread of COVID19 | Staff | <p>Staff should only attend the setting if they are symptom free, have completed the required isolation period or achieved a negative test result.</p> <p>Wherever possible staff should travel to the setting alone, using their own transport. As of 4th June 2020 government regulations is its mandatory to where face covering on public transport unless for medical reason so as breathing problems.</p> <p>If public transport is necessary, current guidance on the use of public transport must be followed.</p> <p>Staff should travel in their own clothes and change into their uniform/set of fresh clothes once on the premises.</p> <p>Uniform/clothes are not to be worn 2 days in a row Consideration should be given to limiting the number of staff in the setting at any one time to only those</p> | <p>If going home/out in between sessions a change of clothes is needed.</p> |

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| | | | <p>required to care for the expected occupancy levels on any given day. All staff members must receive appropriate instruction and training in infection control, use of PPE, the standard operating procedure and risk assessments within which they will be operating.</p> <p>October 2020 face covering must be worn in setting and school communion hall</p> <p>Staff sign Track and trace permission forms.</p> | <p>Relevant training links e.g. Noodle now, NDNA etc.</p> |
| Attendance | Spread of COVID19 | Children | <p>Only children who are symptom free or have completed the required isolation period should attend the setting.</p> <p>Setting can continue to register new children from Poppleton Road School.</p> <p>21/12/20 tier 3, all children to continue to attend setting unless have underlying problems.</p> <p>05/01/21 lock down for 6 weeks, children of critical workers and vulnerable children only to attend BC, ASC and HC.</p> <p>Setting should aim to minimise the number of different people children come into contact with.</p> | <p>New parents to receive copy of RA</p> <p>Maximise the use of outdoor space</p> <p>Partnership with school with children in same bubble groups</p> |
| Attendance | Spread of COVID19 | Visitors | <p>Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance).</p> | <p>Where essential visits are required these should be made outside of the usual operational hours where possible.</p> |

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| | | | Visits for vulnerable children still to take place on sight. | Use of room in school use when possible for Vulnerable/SEND visits |
| Social Distancing/Group work | Spread of COVID19 | Staff | <p>Wherever possible staff should remain with the small group of children who they are allocated to and not mix with other groups.</p> <p>Social distancing must be maintained during breaks. This may be achieved through a range of strategies including the staggering of breaks and subdivision of spaces allocated to team breaks where possible.</p> <p>Staff members should avoid physical contact with each other including handshakes, hugs etc.</p> <p>Where possible, meetings and training sessions should be conducted through virtual conferencing.</p> | Emergency revisions to the EYFS have been implemented which provides some flexibility on ratios and qualifications to support this where possible. |
| Social Distancing/Group work | | Children | <p>Children where possible should be organised into small groups of bubbles no more than 15 children in one bubble with 1-2 members of staff. Wherever possible these small groups should not mix during the session.</p> <p>New government guidelines for out of school clubs: groups of children no more than 15 children in one bubble with 1-2 members of staff.</p> <p>Routines including provision of meals and toileting should be within the space allocated wherever possible.</p> <p>Children should not serve themselves.</p> | |

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| | | | <p>The use of communal internal spaces should be restricted as much as possible.</p> <p>Outdoor spaces must be separated for group bubbles to play separately.</p> <p>Wooden play equipment rota to be organised the same as Schools rota.</p> | |
| Resources | | Children & Staff | <p>Children should not be permitted to bring items from home into the setting unless essential to their wellbeing. Where this is the case items should be appropriately cleaned upon arrival.</p> <p>All resources required for play and learning experiences of children should be regularly washed and/or sterilised.</p> <p>Activities which may spread infection such play dough; salt dough and gloop will not be used for the duration of the pandemic.</p> <p>Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.</p> | <p>Steamed cleaned once a week and toys brought out on a daily rota.</p> <p>Each member of staff to have own stationary/equipment box.</p> |

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| Wellbeing | | Staff & children | Staff need to ensure they are aware of children's attachments and their need for emotional support. | Stories/picture books are available free to download. |
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| | | | Children should be supported to understand age appropriately the changes and challenges they may be encountering because of Covid-19. | |
| Suspected Case of COVID19 | Spread of COVID19 | All | <p>In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance. (self - isolate for 10 days for those who have had positive tests)</p> <p>Whilst waiting for the child to be collected they should be isolated from others in a previously identified room or area if possible.</p> <p>Where possible, a window should be opened for ventilation.</p> <p>The staff member responsible for the child during this time should be a staff member from their bubble. The manager may consider suitable PPE for this staff member.</p> <p>If possible, the area should not be used for 72 hours after the child has been collected.</p> <p>The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.</p> <p>Inform School/Nursery of confirmed case of coronavirus. The person responsible for cleaning the area should wear appropriate PPE.</p> | |

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| | | | <p>In the event of a staff member developing suspected coronavirus symptoms whilst working at the setting, they should return home immediately and isolate at home in line with NHS guidance. (self - isolate for 10 days for those who have had positive tests)</p> <p>The appropriate reporting procedures to the relevant bodies must be followed. (Local Health Protection Team 0114 3049843)</p> <p>Advice the need for testing if anyone symptomatic Where a member of staff or child has come in contact with an adult/child who has tested positive for the virus must self-isolate for 14 days. Staff/children who have been in contact with someone who have symptoms do not need to self-isolate unless they develop symptoms themselves, the symptomatic person test positive or they are required to do so by Test and Trace or PHE (Public Health England)</p> | |
| Track and Trace | Spread of COVID19 | All | <p>All Parents/Carers and staff to sign track and trace permission forms. Visitors to sign track and trace forms in school reception and keep for 21 days. Keep records of groups which staff and children are in. Advice testing if anyone shows symptoms. Support staff when Isolating. Staff to download NHS Covid-19 app on their phones.</p> | |
| Shielding | Spread of COVID19 | Staff | As of 19th October 2020, Clinically Extremely Vulnerable staff should still attend the setting as the workplace should be covid secure in line with the settings own Risk | |

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| | | | <p>Assessment and hygiene cleaning rota. Shielding should only take place if said by a doctor (note required) or if the local area is in very high alert and shielding advice is in place.</p> <p>Pregnant staff to be classed as clinically vulnerable or clinically extremely vulnerable depending on how many weeks pregnant, RA to be done and work from home.</p> | |
| Shielding | Spread of COVID19 | Children | <p>As of 19th October 2020, Clinically Extremely Vulnerable children should still attend the setting at all Covid alert levels unless they are under paediatric care or been advised by their GP not to attend the setting'</p> | |

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| Communication between school and Playgroup | Spread of COVID19 | | <p>To work with Schools and playgroups Risk Assessment (wider opening of schools) to drop off and collect from classes.</p> <p>Email School and Playgroup any changes made to Risk Assessment.</p> | |
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As of Saturday 17th October the local area went into Tear 2 alert: level medium and high
As of Monday 21st December 2020 the local area went into tear 3 alert: level very high
As of Tuesday 5th January 2021 the local area went into lock down

Medium: https://www.gov.uk/guidance/local-covid-alert-level-medium?utm_source=b70ea0a4-e99a-476d-bc1b-45be16300ceb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

High: https://www.gov.uk/guidance/local-covid-alert-level-high?utm_source=ef3f6775-4d20-4ea0-b21a-baa587c77c4a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Very High: https://www.gov.uk/guidance/local-covid-alert-level-very-high?utm_source=91be7433-7175-45a3-8759-a6596171d0be&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

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| Assessment undertaken by: | Kathryn McKellar |
| Signed: | K.McKellar |
| Position: | Club Manager |
| Authorised by: | |
| Assessment review date: | As and when the situation changes or we are given any government guidelines |