

# CLIFTON MOOR OUT OF SCHOOL CLUB

Risk assessment 1 Full return to school sept 2020

Covid-19 Risk assessment preventative measures nov 2020

1.Pick up and Drop off			
Risk	Person at risk	Measures to be in place	Further controls needed
<b>Maintaining distancing</b>	All	<p>Pick up-Parents/carers to remain outside and not enter the building. Door bell in place to alert staff free standing signage at 2 metre. Children walk out to meet parents, signage in place.</p> <p>Drop off-Parents/carers to remain outside and not enter the building. Door bell in place to alert staff free standing signage at 2 metre. Children to walk in alone.</p> <p>Information sent out to parents regarding procedures in place. Where possible approx drop off, and pick up times confirmed by parents All children must be booked in in advance for both BC and ASC until measures are lifted. (shift workers must give a minimum of one weeks' notice)</p> <p>EYFS, KS1 =group 1, will have 2 allocated staff members, they will remain with this group. KS 2 -Yr3&amp;4 =group 2, will have an allocated staff member. Yr 5&amp;6 = group 3, will have an allocated staff member. ** pre school children will be placed in their siblings yr group.</p>	<p>Use of a video linked doorbell so staff can see who`s at the door and bring child to door. Reduces time away from group. <i>To be requested again as dark nights are taking staff away from children</i></p> <p><i>Parents need to be reminded not to stand in door way ,staff to ensure children dressed and ready to go</i></p> <p>Liaise daily with school as to which children are booked in with us. Pre admission form to be signed by all users.</p>

CMOOSC @Lakeside Primary Academy, Oakdale Road, York, YO304YL.

Charity Number 1081262 Registration Number RP10415

Ofsted Number EY561557

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		<p>All children will remain within their year groups, the club will adhere to the measures in place during the school day as much as reasonable practically.</p> <p>Until distancing measures are eased the club will cap the 3 groups to the max of 10 wherever possible.</p> <p>Year groups will use the outside areas separately, and rotate snack times according to ensure year groups do not mix .</p> <p>Breakfast club will be set out to ensure each year group is allocated a separate table, and the club will ensure each yr group has its own equipment.</p>	<p>All KS2 children will be expected to maintain distance between each other and staff members. Staff will regularly reinforce /remind children of routines</p> <p>The Manager/deputy will decide in advance once numbers are confirmed which areas to use for each yr group, and how best to rotate the group for snack and play. (looking at the individuals booked in on the day)</p> <p><i>*Snacks served at designated tables</i></p> <p>Ks1 children will use their designated indoor space.</p>
What is the residual risk? For this area	Likelihood Possible 3	Impact Moderate 3	Score 9 Low
<b>2.Staffing</b>			
Maintaining distancing		<p>CYC provided PPE for all staff, Guidance as to correct use provided.</p> <p>Staff Aware of Social distancing measures and government guidelines.</p> <p>Club to ensure adequate supplies available.</p>	<p>Gail To Check PPE weekly and ensure topped up when needed.</p>

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	<p>All staff to be aware of procedures to follow in school, regarding entering &amp; exiting the building. Face coverings to be worn in communal areas.</p> <p>At ASC Places will be capped to ensure distancing can be maintained.</p> <p>Group 1 Will utilize the 3 areas at the top of the school ,(club room,top atriums both sides) Each area will be set out with equipment to be used within that area. Each group will have labelled equipment for sole use within that yr group. <i>Team sycamore may have to use hall space dependant on how many year groups are booked in (willow to use left atrium, fir to use small room, oak to use right atrium)</i></p> <p>Group 2 &amp; 3 Will have a staff member each and use the nominated areas of play. The hall will be set out to ensure Yr groups do not mix and adequate equipment is available, staff members may move within areas whilst maintaining distancing measures. Each group will have labelled equipment for sole use within that yr group. <i>Year 6 Hawthorn, will use bottom atrium on right. (Year 2 children may require hall space dependant on KS1 bookings. )</i></p> <p>Snacks will be served by staff ,to ensure Yr groups do not mix</p>	<p><i>All staff to be aware of correct disposal of PPE.( double bagged and handed to caretaker for disposal )</i></p> <p>Staff members to minimise time spent within one metre of a child.</p> <p><i>Maintaining distancing measures with KS1 children in hall may be compromised due to accessing outdoor spaces</i></p> <p>All KS2 children will be expected to maintain distance between each other and staff members. Staff will regularly reinforce /remind children of routines.</p> <p>Allocated areas of play for ks2 children,may change in accordance to the numbers of children booked in. <i>Cleaners need to be aware of YR6 using atrium</i></p>
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		<p>At Breakfast club Places will be capped to ensure distancing can be maintained, Children will be kept within their yr groups Activities will be limited to tabletop games and activities, to prevent groups mixing.</p> <p>Children will remain seated, no self-service (until measures are lifted) Staff will serve all children</p> <p>All Children will use their nominate school time toilet, staff members will be aware of how many children are at the toilet to avoid distancing measures being broken.</p> <p>All staff to use allocated toilet facilities. (toilet in kitchen) Preschool children will use yr group toilet that their sibling is in. <i>(no other pre school children to be placed on register at this time.)</i></p> <p>Only one member of staff in storeroom (all areas where distancing measures can not be maintained) at any time.</p>	<p><i>Limited space may incur crossing between group spaces, ensure children are aware of the measures in place and the expectation for them to comply to instruction given. (E.G all in or all outside.</i> Staff members to minimise time spent within one metre of a child</p> <p>All KS2 children will be expected to maintain distance between each other and staff members. Staff will regularly reinforce /remind children of routines</p> <p>During session times ,indoor out door store area to be kept open at both sides ,to allow through route.</p>
Wellbeing	Pressure of working under	Regular one to ones to support and discuss concerns.	Support available from committee and YCY if required.

	extreme circumstance		
What is the residual risk? For this area.	Likelihood Possible 3	Impact Moderate 3	Score 9 Low
<b>3.Use of equipment</b>			
<b>Surface transmission</b>	All	<p>Ensure equipment available is easily cleaned and can be sanitised between use.</p> <p>Verbal reminders that hand washing is essential after contact with a child and any equipment used.</p> <p>Children reminded of the importance of hand washing, and encouraged to wash their hands regularly.</p> <p>Detergent and cleaning materials available to clean down equipment after use.</p> <p>Staff to carry anti bac wipes to clean handles of equipment no longer in use ( Scooter handles, hoops etc)</p> <p>Children not allowed out of their area of play (no returning to their classroom)</p> <p>Outdoor play whenever possible.</p> <p>Wheeled Storage units to be used and cleaned daily after use ,toys to be cleaned down and or rotated with fresh equipment pre-selected games.(labelled for yr groups)</p> <p>Club to provide antibac spray ,hand sanitiser etc. key touch points to be wiped down regularly during session by staff members.</p>	<p>All Cleaning material to be kept in each area must be out of reach of all children.</p> <p>Outdoor equipment to be placed in Milton solution between use. (black bin )</p> <p>Level of child's maturity to be considered when introducing new activities, that may result in</p>

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		<p>Individual activities to be risk assessed prior to taking place to reduce multiple children touching equipment.</p> <p>Group 1 children to be provided with a named tray containing stationary items. Groups 2&amp;3 will be provided with a bag to keep ongoing craft materials that they maybe using .</p> <p>Each child to have own equipment where possible. (lego to be bagged and named for each child etc)</p> <p>Equipment to be shared will be returned to a playworker after each use for cleaning before been passed on to the next child.</p> <p>****children wishing to wear face covering may do so, but if they constantly remove or touch these items, we will discuss with them and their parents that these items must be worn responsibly.</p> <p>Face shields must be worn during the session time indoors, face covering to be worn outside.</p> <p>Face coverings must always be worn in all communal areas within the school.</p>	<p>multiple children touching the equipment. Playworker in charge of group to withdraw any activity that may pose a risk.</p> <p>Failure to follow the advice on face coverings will result in the child not being allowed to wear one during our session. Children arriving at breakfast club wearing a mask, must remove it and their parent take it away for disposal. Children intending to wear the mask all day at school, may only remove it only to eat or drink . it must be stored in a clean bag.</p> <p>Staff views/concerns gathered and recorded by manager</p>
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		Regular staff meetings /reflection time to consider reducing risk. All staff to be informed of any changes to practise.	
What is the residual risk? For this area	Likelihood Possible 3	Impact Moderate 3	Score 9 Low
4.Accidents/symptoms of Covid-19			
Close contact	All	Club to provide ppe (face mask, aprons ,gloves ) Stored in marked box in our club room. If a child becomes unwell with symptoms of covid 19 during a session extra precautions to be taken whilst waiting for collection, Any staff member dealing with vomit etc must use ppe provided. All staff to be aware of the procedure to be followed for a suspected case of Covid -19 in school.( see additional notes below) Clubs daily register available in case of outbreak, that then requires Track and trace details .  Child to be encouraged where possible to undertake own first aid, If not staff member to wear appropriate PPE.  All used PPE to be bagged and disposed of as per government guidelines.  All groups to have own first aid box.	Child to be taken to a separate room (wellbeing Room). Area the Child has been in needs to be isolated for deep cleaning.  Copy of school procedure available  Follow government guidelines regarding testing for staff and advice to be given to parents.  Incidents of COVID-19 must be reported to RIDDOR: see additional guidance.  Yellow bags provided PPE to be stored in both the club room and store room.
Administering First aid			
Close contact			

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What is the residual risk? For this area		Likelihood Possible 3	Impact Moderate 3	Score 9 Low
<b>5.Admin, invoicing, and bookings</b>				
Surface transmission	Parents/staff	All invoicing and news updates will be done via email. Bookings and registers kept electronical Club laptop and Phone to be sanitised after each use. Clubs weekly paper registered to be filed weekly for track and trace purposes.		Clubs copy to be stored electronically for invoicing.  Note to be made on daily register if unavoidable close contact. incident form to be completed.

All staff/children and visitors to adhere to the school's procedures and measures in place to prevent the spread of Covid-19.

**\*\*All Preschool children have siblings currently attending the school and using the club. No other Preschool children will be allowed to attend at this time unless they have a sibling who currently attends.**

\*\*\*\* Additional information available on the correct procedure to be followed on the wearing of face coverings. (to be found in clubs PPE box)

#### Procedure to follow in the event of a child displaying symptoms of covid 19.

Once a concern has been raised the staff member dealing with the child must don PPE ( kept in Club room & store room) the child must then be isolated ASAP from others . (using the wellbeing room through to the adjoining office ) ensure the room is ventilated and door is closed .

The childs symptoms must be recorded and temperature taken.(**thermometer kept in PPE box in store room**) If it is deemed that Covid 19 is suspected, the manager/deputy will then contact the parents/carers for collection.

Other information to record includes the time of the onset of the symptoms, and the time the child was the isolated. Also for track and trace records if close contact was made. (either by another child or staff member)



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The staff member dealing with the affected child should then ensure the area in which the affected child has been playing is deep cleaned, all shared play equipment inside and outside must be disinfected. PPE should be worn during the cleaning process and disposed of according to the schools procedure ( double bagged and placed in top portakabin )

A staff member will relocate the children within the affected child's yr group ,so a deep clean of the equipment and area of play can be conducted.(KS1 will be relocated to their own classroom, or Bottom atrium if KS2.)

Government Guidance states.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have provided close contact care to someone with symptoms, even though wearing PPE, and any other members of staff or pupils who have been in close contact with them, even if wearing a face covering, do not need to go home to self-isolate unless:

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- they develop symptoms themselves, in which case, they should also arrange to have a test
- the symptomatic person subsequently tests positive
- they are requested to do so by NHS Test and Trace or the PHE advice service or PHE local health protection team if escalated. Everyone should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.