

Risk Assessment Form

Name of Establishment: Ecclesall Kids Club – to be read in conjunction with Ecclesall Primary School Risk Assessment

Description of Activity: Coronavirus risk assessment (as requested by school, to be used alongside the full school risk assessment document)

Possible hazard	Who is at risk?	Action required to remove or minimise risk	Additional control measures
Storage of PPE and Cleaning Materials for Kids Club staff use	All staff	<p>Stock takes will be undertaken each week by the Health and safety lead, to ensure adequate supplies of cleaning materials are maintained.</p> <p>A regular cleaning schedule will be implemented and followed each session the club is open to follow and reinforce the school cleaning schedule.</p>	PPE is available to all staff whilst at work.
Introduce enhanced cleaning, including cleaning frequently touched surfaces often using approved products	All staff, children, parents and visitors	A cleaning schedule must be implemented throughout the setting, ensuring that contact points, e.g. work surfaces, door handles, banisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly.	<p>All cleaning products should be stored out of the reach of children.</p> <p>All cloths and wipes should be doubled bagged and put in the external waste</p> <p>Bins (where possible to have a lid on) that contain used tissues, paper towels etc. must be regularly emptied</p>
Minimising transition of virus through cleaning of hands more often than usual	All Staff, children, visitors.	All staff and children must clean their hands regularly, including when they arrive at session, when they return to their indoor zone from outside and before and after eating. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser. Staff to help and encourage young children and those with complex needs.	<p>COVID-19 is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser</p> <p>Ensure that hand gels, sanitizers and wipes are available for staff and pupils to use regularly.</p> <p>Encourage staff and pupils to regularly wash their hands thoroughly with soap and water for at least 20 seconds</p>

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<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	<p>All Staff, children, visitors.</p>	<p>The 'catch it, bin it, kill it' approach is very important, so you must ensure that you have enough tissues and bins available in the setting to support pupils and staff to follow this routine.</p> <p>As with hand cleaning, you must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how we operate.</p> <p>Some pupils with complex needs may need help to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant</p>	<p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. Club will provide face coverings for staff if this advice changes.</p>
<p>Administering first aid/ Medication and Intimate care</p>	<p>All staff, children, parents and visitors</p>	<p>Administering first aid/ medication and intimate care should be carried out in the usual way, unless someone is displaying symptoms of Covid 19, in which case the first aider should wear additional PPE over what is usually required to carry out the task, if close contact is required. Staff members who carry out intimate care must wear PPE when dealing with any bodily fluids.</p> <p>Hand washing is required before and after administering first aid/medication and intimate care.</p>	<p>All first aid and PPE should be disposed of by double bagging and put in external waste.</p> <p>Ensure adequate stocks of PPE are available and staff know how and when to use it and how to dispose of it.</p>
<p>Visitors to setting</p>	<p>All visitors, staff and children</p>	<p>Visitors should only enter the setting buildings when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required). Social distancing rules should be adhered to at all times.</p>	<p>Staff to communicate through telephone calls and emails where possible to limit the number of visitors to setting.</p>

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From Abroad: Arriving and departing the setting	All staff, children and visitors	Ecclesall kids club is to make a note of children/staff who have been abroad and which country they have visited to ensure correct government guidance is followed.	The latest guidance on quarantine can be accessed at corona virus (COVID-19): how to self-isolate when you travel to the UK.
From home: Arriving and departing the setting	All Staff and children, parents and visitors	<p>Parents should only enter the setting buildings when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required).</p> <p>A record of all visitors will be made of those who attend the setting. Any meetings should take place at a safe distance.</p> <p>On arrival to the setting, hands should be washed using soap and running water for a minimum of 20 seconds.</p>	<p>Parents to practice social distancing on collection and drop off.</p> <p>Further information is available on the government website: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Staff checking children in/out using tablets, using tablets to write first aid/ incident reports should ensure anti bac wipes are available to clean the tablet before and after use. Alongside magic booking, Class lists should be used for all age bubbles, to ensure a quick register call in case of a fire.</p>
Staff communicating during sessions	All staff	Staff must have a walkie talkie to ensure communication throughout the sessions; staff will be allocated a walkie talkie whilst at work and must clean it when returning it at the end of a session to reduce risk of contamination.	
Staffing	All staff	All staff were given the opportunity to complete a Covid – 19 training course before returning to work and were given relevant paperwork to read before entering the setting.	<p>Staff must familiarise themselves with the new operating guidance in order to adopt new safer practices for themselves, their colleagues and the children they look after.</p> <p>Staff to support each other, helping to alleviate each other fears through teamwork, encouragement and confidence building.</p>

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Parent communication	All staff and parents	<p>Parents will be contacted by phone should club staff need to talk to them regarding a first aid incident or behaviour incident, along with a follow up email of the report.</p> <p>Where possible the setting will also display signs/posters to inform parents of new changes.</p> <p>Staff should be aware of parents and children feeling anxiety, stress and apprehension</p>	<p>We will aim to reduce parent anxiety and support our parents and children through keeping parents well informed of any changes in advance by email updates via Magic Booking. We will also reintroduce our Newsletter.</p>
Deliveries transmitting virus.	All staff	<p>Staff should wash hands/ sanitise after touching/moving deliveries.</p>	<p>Kids club staff who have access to the kitchen those who work in the school kitchen during the school day should put the food delivery away as only they will have access to our fridges.</p>

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Signature: _____ E Biddles _____

Date: _____ 26/4/22 _____