

Walker Children's Club Risk assessment Covid 19

Company name: WCC

Assessment carried out by: WCC Management

**Date of next review: September 2020
4/9/2020**

Date assessment was carried out: 20/5/2020 Updated

This risk assessment reflects and should be read in conjunction with government guidance.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
 - 2) clean hands thoroughly more often than usual
 - 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
 - 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
 - 5) minimise contact between individuals and maintain social distancing wherever possible
 - 6) where necessary, wear appropriate personal protective equipment (PPE)
- Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process/ local PH.

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Premises after prolonged closure	Children and staff may be affected by effects of prolonged closure from infections in water systems.	Daily and weekly safety checks. Hall is cleaned every day by cleaning company.	To ensure water systems are flushed out as recommended by Public Health England guidance on prolonged building closure. Deep cleansing of premises prior to opening. Deep cleansing of toys to be used. Deep cleansing of food serving equipment.	Cleaning company organised by Landlords. WCC staff	June 1 st or reopening date.	

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<p>Children collected from School and transported to the club</p>	<p>Children and staff from Covid 19 infection</p>	<p>We are currently closed. Children were previously collected from school within the school building See general risk assessment</p>	<p>To collect children from a designated area outside of the school building. The use of resources to maintain social distancing between 'bubble groups' during the collection and transfer. 'Bubble group' definition is groups that are placed together by the school and should be kept that way when transferring to other settings. This will be adhered to, where possible, as not all children attending school will attend WCC and we cannot isolate individual children. Continuous liaising with school staff will help manage risks. ** Update Sept 2020 Walker School will operate year groups and these groups will remain the same at WCC. Whilst indoors. St Monica's children will have a separate area to Walker Children during snack times.</p>	<p>WCC Staff School staff</p>	<p>June 1st or reopening date. Ongoing</p>	
<p>Children collected from the after school club by</p>	<p>Children parents and staff from Covid 19 infection</p>	<p>Prior to closure parents were not allowed access to the building to collect their children and this</p>	<p>Ensuring parents maintain social distancing outside of the building from other parents and carers. The car park is likely to remain closed and a pedestrian access and exit will be implemented, with signage once we open. Children will be sent out to their</p>	<p>Landlords of Walker Hall and the Club's Coordinator</p>	<p>June 1st or reopening date.</p>	

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parents		will continue. See general risk assessment	parents one at a time to ensure social distancing is maintained. *Sept 2020 we will implement a 1 way system for entry and exit. Children will leave by fire doors in both halls.			
Hygiene Hand washing Toys	Children and staff from Covid Infection	We have robust cleaning procedures. The hall pinch points are wiped down with antiseptic spray or wipes. Area include doors, banisters, toilets and sinks. Kitchen area and tables have always been cleaned before and after use. Children encouraged to wash hands upon entering the building, before snack and	More frequent hand washing, supervised by staff to ensure it is carried out efficiently. Toys for children will be limited to large items that can be regularly cleaned . Toys will not be shared by children. We will not use any soft furnishings i.e. rugs beanbags etc. Laptops and computers will be cleaned after use by individual children or staff. Only one child at a time will be able to use the toilet area for handwashing or using the toilets. (UPDATE JULY 15 th 2020. With guidelines changing, this no longer applies and children from the same bubble group can use the toilets at the same time) The boy's toilet urinals are on an automatic flushing system which cleans them every 15 minutes. In addition, we will spray and wipe down as required between use and frequently throughout the session.		June 1 st or reopening date.	

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		<p>after using the toilet. Hand drier and paper towels for drying are available. See also general risk assessment</p>	<p>As numbers of children will be low, we propose to only use the downstairs toilets for all children and upstairs one for staff. (UPDATE JULY 15th 2020) Guidance now states children may use the toilet with members of their “bubble” Staff use toilets as needed and must clean before and after their use. Door must be closed when a staff member is in the toilets. Posters on display Tissues readily available. Hand sanitisers will be used by children and staff unless parents request they do not want this. Stronger cleaning products may be used as required by government guidance.</p>			
<p>Moving around the building</p>	<p>Children and staff from Covid 19</p>	<p>Space is utilised to ensure children have adequate play areas. Use of 2 rooms facilitates this. Stairs have warning signs, crated by the</p>	<p>To implement a one-way system, using markers. Children will go upstairs on the left and downstairs on the right. Children will be supervised and encouraged not to hold hand rails if possible. We will implement posters and markers to encourage social distancing. Banisters and other areas touched will be subject to regular cleaning throughout the session</p>	<p>Club Coordinator supported by staff</p>	<p>June 1st or reopening date.</p>	

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		children and regular activities carried out with children promoting safety on the stairs.				
Room Layout Ventilation Outdoor play	Children and staff from Covid 19	Before closure, we had up to 30 children attending the club and as numbers began to decline we utilised the space differently, using less furniture and more space available to play	The room layout will separate areas for groups of children to play. Tables and chairs will be adequately placed to adhere to social distancing. Windows will be open whilst playing indoors to ensure the room is well ventilated. We will plan outdoor activities as a priority to minimise infection risks. We will have access to the school playground but no play equipment in the playground may be used.	Staff	June 1 st or reopening date.	
First Aid Trips and Slips Covid	Children and Staff Cuts and bruising from trips and falls, including head	Almost all WCC staff have first aid training and there will always be a first aid trained	Parents will receive clear information, regarding NOT sending in children who have a high temperature, vomiting or diarrhoea, adhering to the 48 hour exclusion policy.	Staff Club coordinator to arrange adequate PPE	June 1 st or reopening date.	

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<p>Symptoms Personal/intimate care PPE</p>	<p>bumps. Covid 19 or other infectious symptoms affecting staff or children. Guidance poster on display, identifying infection control. Children who soil themselves, must be helped to be cleaned if they cannot manage alone.</p>	<p>member of staff on site at all times. See first aid and intimate care policy. Parental permission required to assist with intimate care if it is needed on a regular basis. (SEN younger children)</p>	<p>First aid will be carried out as usual with the addition of PPE as required by the staff member. This will include mask or screen and protective apron, in addition to gloves as always worn. These will be disposed of using methods as described in guidance from Public Health England and H&S Executive. If Covid is suspected, any waste materials should be double bagged and kept for 72 hours before disposal. One staff member will stay with the child, using PPE, away from the other children, until they are collected by their parents. If a Covid case is confirmed, we will notify parents, H&S Executives (RIDDOR) and Ofsted within 24 hours.</p> <p>UPDATE 15th July 2020 : If a child is sent home with symptoms of Covid, the family will be advised to get a Covid test and report back to the club. A negative test will allow the child to return immediately, a positive test will require all children in the group bubble to go home and isolate for 14 days. We will notify parents and other relevant parties if this occurs.</p>	<p>purchase</p>		

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			<p>**Update September 2020. Current guidelines regarding action for a positive Covid test result are to seek advice from local health advisors before making a decision to send all children and staff, who have come into contact with someone who has tested positive. Government guidance states there is no need to wear other than the usual PPE when dealing with minor first aid incidents.</p>			
<p>Pinch areas Personal property</p>	<p>Children and staff possibly becoming infected by staff and children's personal property</p>	<p>Not required</p>	<p>Children will each have a lidded storage box to house their coats and bags. UPDATE 15th July 2020 Children in group 'bubbles' may hang their coats in the cloak rooms and lunches stored apart from 2nd 'bubble' group. Staff belongings will be kept in separate cupboards. This will include phones. The club phone will be used and regularly cleaned after use. Children and staff should be encouraged to wear a fresh set of clothing each day</p>	<p>Club Coordinator to request parents provide their child with a storage box if possible, or will arrange to provide one for them (not required as measures become</p>	<p>June 1st or reopening date.</p>	

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				updated) July 2020 Email reminders to be sent out at regular intervals to parents.		
Food safety	Children and staff. Allergic reactions, food poisoning.	Several Staff have completed food safety course recently. We abide by the guidance from Food standards agency (FSA) Cleanliness and hygiene(staff and children), storage facilities, not sharing food or drinks. Refrigeration. List of dietary requirements . See	Staff will serve food to children. Supervision at all times to ensure children wash hands before and after meals. Staff supervision to ensure food is not shared. Greater spacing between children during snack times. Only one member of staff will prepare snack, whilst numbers of children are low. Staff will explain to children that this way of snack is a temporary measure, as they are used to serving themselves. No cooking activities for children during Covid 19 crisis. Water bottles must not be refilled at the club. Once emptied they will be placed in the child's box and taken home at the end of the day. Water will then be served in cups.	Staff	June 1 st or reopening date.	

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		existing policy for food hygiene	** Update Sept 2020 Staff will use jugs to fill children's water bottles. Fresh water will be available at all times.			
Vulnerable Children Mental Health and well being. Ethnicity SEN	Children with underlying medical conditions may be more susceptible to infection and the guidance states these children may not attend childcare provisions yet. Children and staff becoming stressed or anxious. families from various ethnic backgrounds appear to be at	Risk assessments in conjunction with parents and carers is implemented. Staff receive regular support from line management. Separate risk assessments for children with SEN	Communicating with parents about risks involved with children who have underlying medical conditions, reiterating that they should not be allowed back to the club without medical approval. Providing all parents with an opportunity to communicate their personal preferences for their children, by way of surveys and direct messaging. Activities to be planned to promote mental health well- being. Training on dealing with bereavement via NSPCC and Winston's Wish support groups. <ul style="list-style-type: none"> • Updating of SEN risk assessments during Covid pandemic. • Staff to communicate with their line manager if they are living with a vulnerable person. 	Club Coordinator Staff with parental support. Sharing risk assessments with school staff	June 1 st or reopening date.	

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	<p>greater risk of serious affects of Covid 19. Staff may be experiencing stress related symptoms and may need further support</p>		<ul style="list-style-type: none"> Any staff who are anxious and feel they are in a higher risk because of ethnicity can choose to use protective clothing if they feel more secure. Please refer to guidance below. https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-well-being/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 			
<p>Sharing of premises with other users.</p>	<p>Children , Staff and other adults. Covid contamination and other infections</p>	<p>Premises are cleaned daily by a cleaning company. Daily and weekly health and safety checks, including leaving the premises in a clean condition. Cleaning before and</p>	<p>Deep clean prior to opening of all communal areas after the extended closure. Strict labelling of cupboard spaces. Sectioning off stored resources with labels to ensure they are not touched by other groups. Storage of refrigerated good to be secured in closed storage boxes and labelled accordingly. Not leaving any opened food or drink in the fridge, i.e. open milk cartons.</p>	<p>Cleaning company Nursery staff, WCC Staff Slimming club</p>		

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		<p>after sessions, areas highlight above.</p>	<p>Strict time delay between group sessions to eliminate any cross over. Current arrangement with evening users on Wednesday to be managed as indicated below.</p> <p>Communication book to alert other hall users of any incidents.</p> <p>Contacting Landlords immediately about any concerns or incidents.</p> <p>We would expect communication to be shared between any users.</p> <p>There is a crossover between us and the slimming club.</p> <p>This procedure will be updated so as to avoid unnecessary contact with others.</p> <p>We will ensure that all children and staff remain upstairs once the slimming group arrive.</p> <p>Children will be collected via the fire exit upstairs.</p> <p>Parents will be reminded about social distancing and agree a safe way to deliver their children to them.</p> <p>This only applies to Wednesday and if the slimming group return soon. Our risk assessment will be shared with other users prior to opening.</p>			

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That a lack of first aiders/ trained DSLs/ SENCOs/ staff means that the necessary provision cannot be maintained	Staff and children at risk from lack of suitable support	All staff first aid trained and at least one staff member will be present. School staff are available for support should the need arise	To ensure we have adequate support from the School staff should we need it. Regular communication is ongoing with the Heads of both of our school.	Club Coordinator. Head of Walker and St Monicas. Local authority	Ongoing	
Child deliberately ignoring the safety rules	Children and staff at risk of virus spreading.	Behaviour management policy in place	Policy amendment to include Covid 19 behaviour policy which will be shared with parents displayed at the club. Staff run through it at every session with the children. Child friendly posters displayed and incorporated in activities, to ensure children have seen, read and understood the importance of	Club Coordinator supported by other staff		

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			such posters.			
Guidance updates	Children and staff affected by new measures in combatting the virus	Risk assessment based on current guidance and with local school support.	Daily evaluation of risk assessment and reviewing at least every week to take into account new guidance and it's affects on our practice. ** Update September 2020 Daily and weekly health and safety forms will be updated to reflect current Covid measures. Enfield Guidance forms to be printed and placed in staff folder.	Club Coordinator	September 7 th 2020	

Government Guidance: Some links may have expired and parents should seek to keep up to date with changing guidance as well as receiving guidance from WCC.

<https://www.gov.uk/coronavirus> <https://www.gov.uk/government/organisations/public-health-england>

www.gov.uk/government/publications/coronavirus-outbreak-faqs

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[What parents and carers need to know about schools and other education settings during the coronavirus outbreak \[www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/\]\(http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/\) <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more->](#)

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/