

Walker Children's Club Risk assessment Covid 19

Company name: WCC

Assessment carried out by: WCC Management

Date assessment was carried out: Updated August 2021

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 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 and of food serving equipment.	Cleaning company organised by Landlords and WCC staff	June 1 st or reopening date. March 2021	March 2021

What are the hazards?	Who might be harmed and how?	What are you already 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
Children collected from School and transported to the club	Children and staff from Covid 19 infection	Children were previously collected from school within the school building See general risk assessment (closed in December 2020 and re-opened 8 th March 2021).	To collect children from the hall of Walker School (as of 17 th August 2021). Continuous liaising with school staff will help manage risks. St Monica's children will have a separate area to Walker Children during snack times which will be outside of the school gates. Parents whose children do not attend Walker School must drop their children off at the WCC entrance.	WCC Staff School staff	June 1 st or reopening date. April 2021	Ongoing
Children collected from the after school club by parents	Children parents and staff from Covid 19 infection	From September 2021 parents will be allowed entry to the building if requested to collect their children. See general risk assessment	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 parents one at a time by staff.	Landlords of Walker Hall and the Club's Coordinator	March 2021	
Hygiene Hand washing Toys	Children and staff from Covid Infection	We have robust cleaning procedures. The hall pinch points are wiped down with	More frequent hand washing, supervised by staff to ensure it is carried out efficiently. Staff to take Covid tests at home twice a week.	Staff	June 1 st or reopening date.	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already 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
		<p>antiseptic spray or wipes. Areas 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 after using the toilet. Paper towels for drying are available. See general risk assessment.</p>	<p>Laptops and computers will be cleaned after use by individual children or staff. 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. 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, some soft furnishings and books coming out. Rotation is in action, meaning books, toys not easily cleaned and rugs, quarantined in upstairs room. 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</p>	<p>To implement a relaxed one-way system, using markers. Children will go upstairs on the left and downstairs on the left. Children will be supervised and encouraged not to hold handrails if possible. We</p>	<p>Club Coordinator supported by staff</p>	<p>June 1st or reopening date. March 2021</p>	

What are the hazards?	Who might be harmed and how?	What are you already 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
		<p>facilitates this. Stairs have warning signs, crated by the children and regular activities carried out with children promoting safety on the stairs.</p>	<p>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>Room Layout Ventilation Outdoor play</p>	<p>Children and staff from Covid 19</p>	<p>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</p>	<p>The room layout will separate areas for groups of children to play. 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 and playground climbing equipment will be used. Sanitiser used on all children after activity, before going back to the club and hand washing procedures carried out.</p>	<p>Staff</p>	<p>June 1st or reopening date. Sept 2020</p>	
<p>First Aid Trips and Slips Covid Symptoms</p>	<p>Children and Staff Cuts and bruising from</p>	<p>Almost all WCC staff have first aid training and there will always be a first aid trained</p>	<p>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.</p>	<p>Staff Club coordinator to arrange</p>	<p>June 1st or reopening date.</p>	<p>Ongoing atest review,</p>

What are the hazards?	Who might be harmed and how?	What are you already 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
<p>Personal/intimate care PPE</p>	<p>trips and falls, including head 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 by the staff member. 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. 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, 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>adequate PPE purchase</p>		<p>June 2021</p>

What are the hazards?	Who might be harmed and how?	What are you already 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
<p>Pinch areas Personal property</p>	<p>Children and staff possibly becoming infected by staff and children's personal property</p>	<p>Personal property of adults kept in separate areas from one another.</p>	<p>Children may hang their coats in the cloak rooms and lunches stored apart from 2nd 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 no urgent need to request parents to provide their child with a storage box. Email reminders to be sent out at regular intervals to parents.</p>	<p>June 1st or reopening . Ongoing.</p>	
<p>Food safety</p>	<p>Children and staff. Allergic</p>	<p>Several Staff have completed food safety course recently. We</p>	<p>Staff will serve food to children. Supervision at all times to ensure children wash hands before and after meals. Staff supervision to</p>	<p>Staff</p>	<p>June 1st or reopening date.</p>	<p>TBR July 2021</p>

What are the hazards?	Who might be harmed and how?	What are you already 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
	reactions, food poisoning.	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 existing policy for food hygiene	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. Fresh water will be available at all times. Children now do basic cooking activities and dough play, with their own resources.			after government announcement
Vulnerable Children Mental Health and wellbeing. Ethnicity SEN	Children with underlying medical conditions may be more susceptible to infection and the guidance states	Risk assessments in conjunction with parents and carers is implemented. Staff receive regular support from line management.	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.	Club Coordinator Staff with parental support. Sharing risk assessment	June 1 st or reopening date.	

What are the hazards?	Who might be harmed and how?	What are you already 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
	<p>these children may not attend childcare provisions yet. Children and staff becoming stressed or anxious. Families from various ethnic backgrounds appear to be at greater risk of serious affects of Covid 19. Staff may be experiencing stress related symptoms and may need further support</p>	<p>Separate risk assessments for children with SEN</p>	<p>Activities to be planned to promote mental health well-being. Team training undertaken with Winston’s Wish in Feb 2021:</p> <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. • 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-a nd-wellbeing-aspects-of-coronavirus-covid-19 	<p>s with school staff</p>		

What are the hazards?	Who might be harmed and how?	What are you already 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
<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 after sessions, areas highlight above.</p>	<p>Deep clean prior to opening of all communal areas after the extended closure. Strict labelling of cupboard spaces and 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. Strict time delay between group sessions to eliminate any cross over. Current arrangement with evening users on Wednesday to be managed as indicated below. Communication book to alert other hall users of any incidents. Contacting Landlords immediately about any concerns or incidents. We would expect communication to be shared between any users. This procedure will be updated so as to avoid unnecessary contact with others (no other hall users</p>	<p>Cleaning company Nursery staff, WCC Staff</p>		

What are the hazards?	Who might be harmed and how?	What are you already 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
			after WCC session). Our risk assessment will be shared with other users prior to opening.			
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. Additional staff member will carry out advanced child protection training in July 2021.	Club Coordinator , Head of Walker and St Monicas and the 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 such posters.	Club Coordinator supported by other staff		

What are the hazards?	Who might be harmed and how?	What are you already 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
Changing guidance. Keeping informed	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 consider new guidance and its effects on our practice. Enfield Guidance forms to be printed and placed in staff folder. https://www.gov.uk/government/publications/covid-19-response-spring-2021 Our safety measures have proved successful, and we continue to take safety measures during holiday clubs which are busier than the after school club. We have also created an outbreak management plan which should be read in conjunction with this risk assessment.	Club Coordinator	September 7 th 2020	Ongoing latest update July 2021

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

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

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

Published by the Health and Safety Executive 10/19