



Covid-19 Risk Assessment and Action Plan

Activity /Area / Employee Anti Covid-19 Preventative Measures: Hygiene; cleaning; ventilation, positive testing, self-isolation and outbreak management plan	Setting: Early Bloomers Breakfast Club & Out-of-School Club
Date of risk assessment: 25.08.2021 Review date: changes of government guidelines	Risk assessment conducted by:
Government Guidance “COVID-19: Actions for out-of-school settings” (Updated 17 August 2021). Available from: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings#symptom	

Area/Activity	What are the hazards and risks associated to this area/activity?	Who is at risk	What precautions are in place to reduce the risk?	Any further action required by who and by when?
Hygiene – Hand washing	Poor hand washing may cause Coronavirus outbreak and high infection rate in the setting.	Children, staff	<ul style="list-style-type: none"> - Hand washing Training: - Children/staff taught how to wash hands properly using picture resources and shown by staff 	Manager & Director in charge of Stock control of the following to ensure availability (weekly):

	<p>Transmission occurs from person to person after the virus is released from a person who is infected. It can then be transmitted to another person directly through the air, or indirectly by resting on a surface that another person touches.</p>		<ul style="list-style-type: none"> - <u>Hand washing/sanitiser stations:</u> - Hand washing stations/sanitisers positioned at main entrance, near every x2 table in hall, with signage to support good practice. Younger children helped - Children will wash their hands-on arrival in the morning and before eating breakfast, they will sanitize hands at the end of session before going to class. - Children will sanitize hands on arrival to the Club, wash hands before they eat and sanitize hands before leaving Club. - Children will be encouraged to follow the “Catch it, Bin it, Kill it” approach by providing a box of tissues and bin with covers near each table. - <u>Hand washing frequency:</u> - Hand washing/sanitising is required at the following times: <ul style="list-style-type: none"> - ➤ Entry and exit from the Club - ➤ After using the toilet - ➤ Before and after eating 	<ul style="list-style-type: none"> • hand sanitisers • disposable paper • soaps • disposable gloves • signage/posters displayed around setting
<p>Cleaning of the premises</p>	<p>Any effort to create and maintain a safe environment</p>	<p>Children, staff</p>	<ul style="list-style-type: none"> - General Hygiene: 	<p>Manager & Director to ensure the following are in place:</p>

<p>(breakfast and Out-of-School Club</p>	<p>based on rigorous hygiene practices to prevent cross contamination and high rate of transmission of infection in the setting.</p>		<ul style="list-style-type: none"> - Unnecessary touching of face discouraged - Children reminded to use tissues and put them in sealed bin once used/cough or sneeze into arm. - Toilets have hand drier machines. - Everyone entering school must sanitise/wash hands. - Increased frequency: - The staff will be responsible for frequent cleaning of <ul style="list-style-type: none"> - Tables - Equipment - Resources - outdoor equipment - Door Handles - Staff- Tables wiped before each session starts, before and after breakfast is served; individual space cleaned. Tables are wiped after afternoon snack. - Equipment used by the children/staff cleaned before use by another person/at the end of each day (staff). - If an area is suspected to have been contaminated by coronavirus, the 	<ul style="list-style-type: none"> - Daily Cleaning schedule - Disinfectants - Detergents - Sponges and cloths <p>Cleaning Assistant to be replaced by the Director when necessary.</p>
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			<p>room will be deep cleaned as per the guidance: COVID-19: cleaning of non-healthcare settings.</p> <ul style="list-style-type: none"> - Breakfast space wiped clean before and after eating. - Tables will be wiped clean before each session and after food. - Toilets and washrooms cleaned before each session and once during session in the afternoon. - Additionally, tables and equipment to be wiped clean whilst group is outdoors or mid-session. - Children reminded not to touch own or others face. - Club has shared cleaning duties between staff. - Tables wiped before and after eating - All tables contain box of tissues, sanitiser, and bin with lid near by - Effective cleaning of all frequently touched surfaces at least 1x per breakfast session 1x after school session - Shared resources/equipment will be cleaned after each use and before being used by another group - Systems for using toilets shared with children/managed by all staff: - Toilet hygiene spot checked throughout session 	
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<p>Use of personal protective equipment (PPE)</p>	<p>Direct transmission between staff members and those children who need intimate care</p>	<p>Children and staff</p>	<ul style="list-style-type: none"> - PPE will be worn by staff if a distance of two metres cannot be maintained from any child displaying coronavirus (Covid-19) symptoms. - Children whose care routinely already involves the use of PPE due to their intimate care needs, will continue to receive their care in the same way. 	<p>Manager & Director in charge of Stock control of the following to ensure availability (weekly):</p> <ul style="list-style-type: none"> - Disposable gloves - Face covering - Face shield - Disposable aprons - Wipes - Waste disposal bags (yellow bins)
<p>Ventilation</p>		<p>Children and staff</p>	<ul style="list-style-type: none"> - Premises is well ventilated by opening playground door to improve poorly ventilated areas such as corridor leading to the outdoor area. - Main Hall: Mechanical ventilation to be used to circulate fresh outside air and checked in line with manufacture instructions. - Ensure room temperature is comfortable by checking room thermostats 	<ul style="list-style-type: none"> - Director to check efficiency of mechanical ventilation and ensure all staff members know how to switch it on/off. - To liaise with Harris Academy.
<p>Updating Parents' Contact Details</p>	<p>Any delay in contacting parents of children developing covid-19 symptoms may cause spread of infection in the setting</p>	<p>Children, staff, contractors, parents</p>	<ul style="list-style-type: none"> - Parents will be reminded to provide updated contact details via letters, newsletters every term 	<p>Director to organise reminders And systems to collate new details.</p>

<p>Individual develops COVID-19 symptoms or has a positive test Testing,</p>	<p>To prevent coronavirus outbreak</p>	<p>Children, staff, and families</p>	<ul style="list-style-type: none"> - They must stay at home or sent home and follow Public Health advice. - If anyone in the setting develops COVID-19 symptoms, however mild, must be sent home and they should follow public health advice. - Avoiding using public transport and, wherever possible, be collected by a member of their family or household. - If a child is awaiting collection, they should be left in the medical room on their own, if possible and safe to do so. - A window should be opened for fresh air ventilation if possible. - The agreed toilet is the toilet opposite the office. - Both will be cleaned and disinfected after use. - Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left. - 	<p>To follow Public Health advice</p>
<p>Self-isolation and managing confirmed cases of COVID-19</p>	<p>Contain the spread of infection in line with current government guidelines</p>		<ul style="list-style-type: none"> - Where the child or staff member tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. 	

			<ul style="list-style-type: none"> - Unvaccinated young people up to the age of 18 years and 6 months do not need to isolate when identified as a close contact 	
Asymptomatic testing	Risk of transmission of infection within setting will remain high if not performed		<ul style="list-style-type: none"> - Asymptomatic testing of staff twice a week as from January 2021 	Supply of self-testing kits
Drop-off and collection times	Spread of COVID-19 due to lack of social distancing when dropping off and picking up from school by parents congregating to a small area and creating congestion.		<ul style="list-style-type: none"> - Due to our usual staggered drop offs this ensures parents/carers leave and arrive at different times which avoids congestion. - Entry and exit from main reception gates. To avoid congestion of collectors/siblings/buggies/scooters etc. This will promote swift collection and avoid congesting the indoor area. - Main school entrance has sufficient space so parents and carers can stand socially distanced. - Only one parent on site is encouraged when possible and upon arranged appointment; leave immediately after dropping off/picking up and no congregating. 	

<p>Staff members travelling abroad</p>	<p>Spread of coronavirus variants in the setting.</p>		<ul style="list-style-type: none"> - To follow government guidelines for returning from red/amber/green countries. - Staff members to produce evidence of negative testing and self-isolation 	<p>To be alert to any changes in legislation</p>
<p>Contingency Plan - Outbreak Management Plan</p> <p>All the above control measures will be implemented alongside the ones below, and as advised by Public Health and local health agencies.</p>				
<p>Indoor activities and Outdoor play</p>	<p>Spread of COVID-19 when having snack and moving around school during indoor and outdoor play</p>		<ul style="list-style-type: none"> - Table 1 will consist of Reception children only. Early Years practitioner will be allocated - Doors opened where possible to improve ventilation. - - Maximise use of outdoors. Bubbles will be assigned to an area of play - - Groups/ratios: - Group of 15 children (from the same year if applicable) will be assigned to at least one member of staff - Timetable: 	

			<ul style="list-style-type: none"> - Reviewed timetable reflects minimised movement and interaction inside club - <u>Outdoor play:</u> - Separate times/areas issued for each separate group. - Groups - wait socially distanced till groups come in and are seated before another group leave to go to the playground using a one-way system. This also prevents the club area being congested and supports our health and safety around school building. - Groups move together to avoid children mixing with other groups. - <u>Indoor Activities:</u> - Snack: - Children to walk to hatch row by row to serve their own snack (afternoon), provided in paper plates and disposable cutlery. - Tables cleaned before and after snack. 	
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			<ul style="list-style-type: none"> - Children wash/sanitise hands before and after snack. - Movement: - Each row will be equipped for enough activities for their group of children. Children will be able to move around their own tables to choose from the different activities available. - Each table will have tissue box, bin, drinking water allocated nearby. - Children will be able to collect their breakfast individually and walk back to their seat. - Corridors are designated one way where possible; (although if not possible, passing in the corridor is low risk) Children will walk to and from toilet- not one way - Staff to wear masks in all communal areas and in crowded spaces, when going in and out of Club (School Hall) 	
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Signed by _____

Date _____

Reported to _____