



## 115 Club Risk Assessment & Strategies to Reduce the risk of the spread of Covid-19

Risk Assessment and Strategies for 115 Breakfast, After School and Holiday Clubs held at host schools to reduce the risk of spreading of Covid-19.

Coronavirus disease Covid-19 is a new illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. The virus can also be asymptomatic (infected person shows no symptoms but is still able to transmit virus to others)

### Hazard/Risk

- ▶ Risk of spreading Covid-19 Coronavirus causing mild to severe illness and possibly fatalities.
- ▶ Risk of infection from contact to others
- ▶ Risk of infection due to poor hygiene
- ▶ Risk of infection due to cross contamination
- ▶ Risk of infection while administering first aid or routine care
- ▶ Risk of spreading virus if someone has symptoms

### Who is at Risk?

- ▶ Children attending Club
- ▶ Staff members
- ▶ Families collecting children
- ▶ Visitors
- ▶ School staff
- ▶ Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- ▶ Anyone else who physically comes in contact with you in relation to your business

### Strategies & Controls

- ▶ Wearing Masks (additional measures added 10<sup>th</sup> March 2021)
- ▶ Social Distancing
- ▶ “Bubble” Groups
- ▶ Hygiene
- ▶ Ventilation & reducing surfaces being touched
- ▶ Cleaning
- ▶ Equipment
- ▶ Drop off and Collection time

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- ▶ First Aid
- ▶ Illness & suspected Covid-19 cases

Club Leaders will assess their specific setting and adapt measures to ensure the safest possible practice. We will work closely with our host schools to follow the safest practice and support the measures that they have put into action specific to their unique situation.

Club Leaders must evaluate strategies in place and feedback to Club Office on at least a weekly basis.

115 Club will keep up to date with the latest Government Guidance and will amend their strategies and practice accordingly.

#### **Wearing Masks – (Additional Measures added 10<sup>th</sup> March 2021)**

- ▶ All 115 Club staff will always wear masks when indoors with the children and other staff and parents.
- ▶ When there is potential for there to be closer interaction with children, with other adults, including teachers, school reception staff, parents, and others, staff will also ensure they wear masks even if they are outside.

#### **Social Distancing & Bubble Groups**

- ▶ The government acknowledge that it may be difficult for children especially of the Early Years age group to maintain social distancing. This is even more difficult in the play setting. Our goal is to promote, encourage and remind children in our care to maintain social distancing. The Club will do this by:
  - ▶ Whenever possible create smaller “Bubble” groups to reduce interaction between larger groups of children. We will work closely with the schools to make this practicable. The government refers to being able to do this “as far as possible” and thereby acknowledges the difficulties out of schools have, as they have different children attending each day.
  - ▶ The “Bubble” groups will be assigned specific staff and those staff as much as possible will stay with the same Bubble group
  - ▶ Where possible and if schools are able to give Club use of larger areas, for example school halls, we will set up “Year Group” or “Class Group” tables thereby continuing the “Bubble” groups that have been used by the schools.
  - ▶ In existing Club rooms split rooms into specific areas again for enabling “Bubble” groups.
  - ▶ Setting up of tables and layout of playrooms to encourage 2 metres separation
  - ▶ Provide more structured activities thereby reducing movement in the play space



- ▶ Regularly reminding children to maintain their distance, making a game of it, e.g. five strides apart.
- ▶ Ensuring free play is done in small groups and in larger spaces.
- ▶ Selecting outdoor games which naturally enable 2 metre separation, badminton, tennis, obstacle courses, hop scotch, bowling, rounders. Adapt other games so as to encourage more distancing
- ▶ 115 Club staff will ensure that they maintain a 2-metre distance from each other whilst working.
- ▶ When in smaller rooms/areas, e.g. kitchens or store cupboards, 115 Club staff will ensure that only one member of staff is in that area at a time.

## Hygiene

- ▶ On site Staff will remind children daily about hygiene. Children and staff will wash their hands:
  - ▶ Before leaving home
  - ▶ On arrival at Club
  - ▶ After using the toilet
  - ▶ After outdoor play and sporting activities
  - ▶ When changing activity in the playroom
  - ▶ Before food preparation
  - ▶ Before eating any food, snack and lunch breaks
  - ▶ Before leaving Club

Soap and water are more effective than hand sanitisers however hand sanitisers will be available at all times.

## Ventilation & Reduction of Touched Surfaces

In order to reduce spread of virus, where it still remains possible whilst ensuring safeguarding is maintained we will:

- ▶ Open windows
- ▶ Prop doors open

## Cleaning

All items used by the children are cleaned at the end of each Breakfast and After School Club session. During Holiday Club this will be done throughout the day at regular intervals (after am session and pm session or more if required).

- ▶ Wash and dry all snack items
- ▶ Wipe down all tables and surfaces used by children and staff using anti bac



- ▶ Use Milton sterilising tablets (soak for at least 15 mins) to sterilise all plastic toys used.
- ▶ Where available we can use dish washers to sterilise plastic toy equipment
- ▶ Wipe with anti bac all felt tip pens and pencils used
- ▶ Wipe with anti bac all other areas used by children, door handles etc
- ▶ All rooms used by Club will have all surfaces wiped, will be hoovered or mopped as usual. Where school cleaners normally come in after Club have used rooms we will liaise with them and agree on what we each have responsibility for cleaning
- ▶ During holiday club clean kitchen and toilet areas as usual
- ▶ 115 Club management will be monitoring cleaning procedures regularly

## Equipment

In order to ensure that there is the least likelihood of spreading of the virus via any items of equipment or toys used by children, these are all cleaned at the end of each session.

For this reason, we shall:

- ▶ Use mainly plastic toys which can be cleaned easily
- ▶ Create small boxes (30 cm x 15 cm) of toy items, e.g. Lego, cars, figures, marbles etc. This will enable us to give small amounts for individual children to play with, which can then be cleaned before it would be used by another child the following day.
- ▶ Have available small packs of pencils; felt-tips and other stationary equipment so that children don't have to share.
- ▶ Avoid use of wooden toys, dressing up materials, cuddly toys, puzzles, cards etc.
- ▶ If such items are used, they will need to **not** be used again for at least 72 hours.

## Drop off & Collection Time

- ▶ Ensure that families are able to maintain social distancing during these times.
- ▶ Make use of school 2 metre social distancing marking and use any one-way systems
- ▶ Have additional marked off boundaries if required
- ▶ Only allow one family member in with child/ren being dropped off or when coming to collect.
- ▶ Only allow one family in to drop off or collect at a time
- ▶ If possible, allow them to go out using a different door
- ▶ Provide sterilising hand gel



### First Aid or other care

- ▶ Although staff should maintain 2 metre social distancing at all times, we will need to administer First Aid should a child have an accident.
- ▶ Whenever possible encourage children to clean wounds independently. This will need to be supervised however.
- ▶ Staff use provided PPE (gloves; face mask) when assisting children with First Aid needs
- ▶ Ensure all items like cold compresses are cleaned after use

### Illness & Suspected Covid-19

Should a child in our care become ill or display symptoms of Covid-19 (high temperature and a continuous cough and loss of taste and smell)

- ▶ We will ring parent to collect child as soon as possible
- ▶ Child will wait for parent in separate room with member of staff supervising. Staff member will need to wear PPE (gloves & face mask). The location of “medical” room will be previously arranged with host school
- ▶ We will ensure child has access to tissues and a bin for disposal
- ▶ Ensure room is cleaned after child is collected
- ▶ 115 Club will inform host school at soonest opportunity

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