



Daisy Club Covid19 Risk Assessment

Most people who are infected with Covid19 will experience mild symptoms, such as a cough and a fever, and will recover without the need for specialist treatment. Evidence suggests that children and adolescents are less likely to develop severe symptoms of the disease but can still transmit the disease to others.

The aim of this risk assessment is to reduce the risk of spreading Covid19 within the club as far as possible, by identifying and implementing measures that will help to keep staff, children and their families safe from infection.

Risk assessment conducted by: Kerry Zammit	Date of risk assessment: 20/07/2020
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Area for assessment	What is the risk?	Risk level (H/M/L)	What steps have you implemented to reduce the risk?	Risk level (H/M/L)
Venue - Hall	<ul style="list-style-type: none"> Fire safety procedures 	M	<ul style="list-style-type: none"> Adapted emergency evacuation procedures to allow for separate groups to assemble in designated areas outdoors, using separate exit points from the building where able. separate fire risk assessment in place and given to staff to ensure their groups routes are well marked and understood. suitable amount of fire wardens on site. regular safety talks with children to ensure they are aware of the fire routes and locations. Each time a new child starts a fire drill will be carried out and weekly after at different times. 	L
	<ul style="list-style-type: none"> Are changes to the way the building is used safe for children and staff? (Do room dividers prevent safe exit from the building in case of an emergency?) 	M	<ul style="list-style-type: none"> We have made sure that all entrances and exits are clear and accessible and that room dividers do not obstruct movement around the space. Room Dividers are used to separate groups). 	L

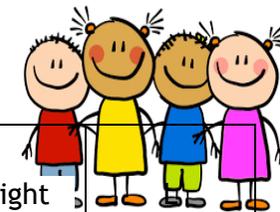


	<ul style="list-style-type: none"> • First aid - are there adequate first aid supplies to meet the changed layout of the setting? Do you need additional first aiders? 	M	<ul style="list-style-type: none"> • Additional first aid kits have been purchased and distributed throughout the club in each group for ease of access. • We will have at least 2 first aiders present at each session 	
	<ul style="list-style-type: none"> • New practices will not be maintained, which will increase the risk of spreading Covid19 	M	<ul style="list-style-type: none"> • We have revised our daily environment check to include the new practices implemented, this should ensure that the new practices are maintained. • See implanted Covid-19 risk assessment / daily tick chart 	L
	<ul style="list-style-type: none"> • Communal room, eg store cupboard/ Kitchen, not complying with social distancing requirements and safe working practice. 	M	<ul style="list-style-type: none"> • Staff to limit time spent in the store cupboard and kitchen and to comply with social distancing requirements. 	L
	<ul style="list-style-type: none"> • Waste building up, within the building, increasing the risk of infection 	M	<ul style="list-style-type: none"> • Bins will be emptied several times a day and be disposed of in the external waste management facilities. • Separate bin to be used in case of infected child/ staff. Kept out of reach and left for 72 hrs then disposed of safely. • Any potential contaminated waste should be double bagged and leave in a suitable area until 72 hours. Then after this it can be disposed of in normal waste. 	L
	<ul style="list-style-type: none"> • Limited ventilation 	M	<ul style="list-style-type: none"> • Where possible, doors and windows will be kept open to improve ventilation within the building and therefore help reduce the risk of infection. 	L

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Movement around the club	<ul style="list-style-type: none"> Entrances causing people to congregate, preventing social distancing. 	H	<ul style="list-style-type: none"> implemented a one-way system, so groups enters and leaves by different doors, which should prevent bottlenecks forming. We have where possible staggered drop off and collection times to reduce the risk of large numbers of people congregating at the doors. Parents to be notified of drop of and collection points. 	
	<ul style="list-style-type: none"> Overcrowding in room and hallways 	H	<ul style="list-style-type: none"> Room Dividers to be used in the hall to keep groups separate, tables and floor markings to denote the separate areas. Hallways have been marked up with a one-way system to limit overcrowding 	L
	<ul style="list-style-type: none"> Increased numbers at certain times of day, eg breakfast and snack, compromising social distancing 	M	<ul style="list-style-type: none"> Staggered snacks have been introduced to limit to maintain social distancing measures 	L
	<ul style="list-style-type: none"> Spread of virus due to numbers of people using the setting 	H	<ul style="list-style-type: none"> We will run activities outside, as far as possible Children will find social distancing between themselves and adults extremely challenging. Adults to provide frequent reminders and model good practice. 	L
Cleaning and reducing contamination	<ul style="list-style-type: none"> Use of play equipment for groups of children 	H	<ul style="list-style-type: none"> Children will wash hands before using play equipment and equipment will be cleaned after use daily, with sanitiser. Allowing drying time and 72 hours before they are used again. 	L
	<ul style="list-style-type: none"> Shared resources and equipment increasing the risk of infection 	H	<ul style="list-style-type: none"> Children will clean hands between activities and equipment will be cleaned after use. Separate equipment used for each group. 	L
			<ul style="list-style-type: none"> Through discussion and activities, children’s understanding of the need to socially distance could be extended. 	L



	<ul style="list-style-type: none"> Contaminated surface spreading the virus 	H	<ul style="list-style-type: none"> Frequently-touched surfaces, such as handles, door plates, light switches, table-tops and toys will be regularly cleaned with anti-bacterial spray or wipes, before, during and after each session. Please wear disposable gloves and use paper towels or blue roll to dry areas. 	
	<ul style="list-style-type: none"> Contamination 	H	<ul style="list-style-type: none"> Pedal bins purchased for each group for the disposal of wipes and tissues. Children will be encouraged to sneeze or cough into a tissue or their elbow and wash their hands after following the catch it, bin it, kill it. Appropriate PPE is available should staff need it to administer any form of intimate care or first aid. 	L
	<ul style="list-style-type: none"> Excess equipment and soft furnishings which cannot be easily sanitise. 	M	<ul style="list-style-type: none"> Remove unnecessary furniture, equipment and soft furnishings and place them into storage. Wipeable mats purchased 	L
	<ul style="list-style-type: none"> Access to suitable supplies of cleaning materials 	M	<ul style="list-style-type: none"> The manager will source a suitable supply of cleaning materials and will find alternative suppliers as backup, should this be required. Stock takes will be undertaken on a weekly basis to ensure that suitable levels are maintained. 	L
	<ul style="list-style-type: none"> Staff and children not understanding the need for good personal hygiene and handwashing 	M	<ul style="list-style-type: none"> Public health posters will be displayed throughout the club, to convey the importance of these measures. 	L
	<ul style="list-style-type: none"> More frequent cleaning of rooms used by different groups 	M	<ul style="list-style-type: none"> Cleaning caddy is available in all groups, containing surface sanitisation products to enable staff to regularly wipe high touched areas during and between sessions. Also, hand sanitizer, tissues and gloves. 	L

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Toilets/ bathrooms	<ul style="list-style-type: none"> Handwashing facilities are insufficient for increased needs 	M	<ul style="list-style-type: none"> Portable handwashing stations have been purchased, along with fixed hand sanitiser pumps.(Cleaning caddy) regular washing of hands i.e before entering the club, before & after eating, after being outside. 	L
	<ul style="list-style-type: none"> Not enough time for appropriate handwashing 	M	<ul style="list-style-type: none"> Additional time has been built into the schedule to allow for good handwashing techniques to be adopted. Each group will have an allocated slot time 	L
	<ul style="list-style-type: none"> Children not using suitable handwashing techniques 	M	<ul style="list-style-type: none"> A member of staff of staff will supervise handwashing at the start of the day, during breaks and lunchtime. We use activities to demonstrate how quickly germs spread and how good handwashing techniques limit this - eg Glitter germs activity. 	L
	<ul style="list-style-type: none"> Toilets being overcrowded 	M	<ul style="list-style-type: none"> Staff will monitor use of toilets and as far as possible, during the session, will encourage children to use a policy of one in, one out. A toilet to be designated to each year group with relevant signs to show this 	L
Staffing	<ul style="list-style-type: none"> Managers not having suitable training to enable to address the changed situation with confidence 	M	<ul style="list-style-type: none"> Managers will access online Covid19 training 	L
	<ul style="list-style-type: none"> Staff not fully understanding the changes that have been introduced, so not adopting safe practices 	M	<ul style="list-style-type: none"> Staff will be given training to address the changes and our daily environment checks will be updated to ensure that they don't get overlooked. 	L



<p>Staff at higher risk of developing more severe complications</p>	<ul style="list-style-type: none"> Not enough staff to meet the additional cleaning and supervision requirements 	M	<ul style="list-style-type: none"> ALL STAFF TO COMPLETE ONLINE COVID TRAINING 		
	<ul style="list-style-type: none"> Are staff safe to work - including those with high risk factors, or other underlying health factors, or with vulnerable or shielding family members, or other increased risk factors - eg travelling to work by public transport 	H	<ul style="list-style-type: none"> Recruitment process has started, to get additional staff, to meet the increased needs. Staff will be deployed in order to mitigate risks - ie those with increased risk will be deployed on kitchen duties, or outside. For those staff in the highest risk category, we will determine whether it is safe for them to return to work, or if they need to remain furloughed, until the risk subsides. 	L	
	<ul style="list-style-type: none"> Employees discussed with managers and provided clear guidance specific for their needs 	M	<ul style="list-style-type: none"> Staff who received a letter to say they were extremely vulnerable will be encouraged to maintain social distance as much as possible. 	L	
	<ul style="list-style-type: none"> Make manager aware of any underlying conditions and appropriate guidance has been acted upon. 	M	<ul style="list-style-type: none"> Discuss and agree to appropriate control measures and adaptations that can be put in to place: 	L	
	<ul style="list-style-type: none"> Member of staff with additional risk have sought advice from their G.P 	M	<ul style="list-style-type: none"> S.D P.P.E Health checks Access to testing Adapt roles 		
	<ul style="list-style-type: none"> All staff with additional risk factors that put them at increased risk from Covid-19 are working in line with national guidance 	M	<ul style="list-style-type: none"> Staff with medical conditions that may make them vulnerable will have individual risk assessment. 	L	
	<ul style="list-style-type: none"> Anxiety levels of staff, preventing them from attending work 	M	<ul style="list-style-type: none"> We have bank staff available to cover where necessary but will offer training and protective equipment as required to reduce the risk of infection for staff and help to alleviate anxiety levels. Staff to read and sign working safely during coronavirus Staff encouraged to use wellbeing board and look at wellbeing programme. 	L L	



			<ul style="list-style-type: none"> • Talk openly with staff about possibilities that they be affected and tell them what to do or who to go to. • Involve staff in completing risk assessments to help identify problems and identify solutions • All staff to be kept updated, so they feel involved and reassured. <p>Further guidance and advice contact NHS Volunteers Service or call 0808 196 3646 (8am - 8pm).</p>	<p>L</p> <p>L</p>
<p>Children</p>	<ul style="list-style-type: none"> • Children with EHCP • Children unable to follow guidance • Early years children not able to understand that they can't mix with other groups within the setting - this may be a particular issue with siblings attending • Member of a group becoming unwell, with symptoms of Covid19 -High temperature of 37.6'c 	<p>M</p> <p>M</p> <p>M</p> <p>H</p>	<ul style="list-style-type: none"> • Discuss with parents, whether or not it is safe for these children to attend the club at this time. If it is safe then individual risk assessments will be undertaken and appropriate support measures will be implemented. • Use child friendly approaches to explain the need to follow guidelines - eg glitter germ activity to promote good handwashing techniques. Discuss with parents, to ensure that rules are reinforced at home. If the child is still unable to follow the guidance, we may have to withdraw their place at the club. • Where possible, Early Years children will be located in a separate room /area, to limit the possibility of them mixing with the older children. • If this happens, the child with symptoms will be separated from the rest of the children and their parents will be contacted to 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

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	<p>-new persistent cough -loss of taste or smell</p>		<p>collect them immediately. Ideally the child should be kept in a well-ventilated location. If the member of staff caring for this child is not able to maintain a distance of 1 or more metres, then personal protective equipment should be used - eg disposable apron, mask and gloves. These should be disposed of following government guidelines. Area to be thoroughly cleaned.</p> <ul style="list-style-type: none"> When the child is sent home, they will be advised to self-isolate and advise to follow the covid-19 guidance for households with possible coronavirus infection (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). and to arrange for a test, via the internet at NHS.UK or by phoning NHS 119. They will not be able to return until a negative result has been received. If they main unwell they should not return until they are recovered or 48 hours symptom free. If a member of staff has had contact with a child within the group whilst waiting for collection, they must wash their hands regularly. They do not need to go home unless they start to show symptoms. When a child or staff member test positive. They will have to self-isolate for 10 days and NHS test and trace will speak directly to those that might have been in contact with to offer advice. This may mean that the rest of the group/class may be advised to self-isolate for 14 days. 	<p>L</p> <p>L</p> <p>L</p>
	<ul style="list-style-type: none"> Protecting vulnerable children 	<p>M</p>	<ul style="list-style-type: none"> A separate risk assessment will be undertaken in conjunction with the parents, before deciding if these children are safe to attend the club. 	<p>L</p>
	<ul style="list-style-type: none"> Children not remaining in their allocated groups 	<p>M</p>	<ul style="list-style-type: none"> Room dividers will be used to keep groups separate, but if a child repeatedly fails to stay within their group, we may ask parents to 	<p>L</p>

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	<ul style="list-style-type: none"> ● Risk of infection when parents sign children in and out of the club ● Staff not accessing testing services, if they are symptomatic 	<p>H M</p>	<p>remove them from the club, and withdraw the child's place for future sessions</p> <ul style="list-style-type: none"> ● A member of staff will sign children in and out ● Staff will all be given details of how to access testing services and will be advised not to come to work if they are symptomatic. If they do arrive at work, displaying symptoms of Covid19, they will be asked to go home and self-isolate for 10 days, or until the symptoms have gone. ● If a member of staff display symptoms of Covid-19 please contact 0800 952 1000 to notify council. 	<p>L L</p>
<p>Transport</p>	<ul style="list-style-type: none"> ● Managing social distancing whilst transporting children to the club ● Use of public transport 	<p>M M</p>	<ul style="list-style-type: none"> ● Parents will be asked not to lift share and avoid public transport if possible. ● If staff and children have to use public transport, they need to wear facemasks, and should use hand sanitiser before entering and upon leaving the transport. 	<p>L L</p>
<p>Provision of food</p>	<ul style="list-style-type: none"> ● Spreading Covid19 during food production 	<p>H</p>	<ul style="list-style-type: none"> ● Kitchen facilities comply with the latest Covid19 guidance to reduce the risk of infection and contamination. Food that is produced on site complies with Covid19 health and hygiene guidance. ● Breakfast and snack will be staggered to avoid over- crowding. ● Appropriate PPE should be worn at all times when handling food. ● All fruits to be washed. ● Staff have undertaken training to help them meet the increased risks presented by Covid19. 	<p>L</p>

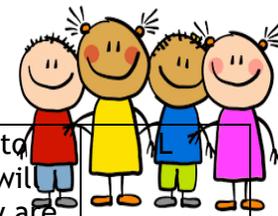
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	<ul style="list-style-type: none"> • Staff understand the need for enhanced hygiene measures • Proximity of children at snack time and risk of contamination of free to access foods 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Snacks will be taken in rotation, to prevent children from sitting too close together. Children will no longer be able to help themselves to foods during snack time. A member of staff serves the food to the children. 	<p>L</p>
<p>Communications</p>	<ul style="list-style-type: none"> • Parents, staff, cleaners, teachers, delivery drivers and other persons using/visiting the setting not understanding the revised procedures at the club. • Congregation of parents and children 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Posters will be displayed at entry points to highlight the changes we have implemented. Newsletters will be sent to parents, specifying changes to procedures. • Any member of the wider community who test positive, should let the setting know immediately to identify if the confirmed case attended the setting in the 48 hours before onset of their symptoms right up to the date of the test, • All persons to provide outcome of test results to the setting, whether its positive or negative. Any positive results in the setting should be reported to Starting Life well. • All parents to receive Covid-19 policy and a plan on returning to club and the actions in place. • Staggered entry/exits times for each group in line with the school. • No more than 1 adult per family to drop off and collect children. ensure they follow social distancing at all times. • Different entry and exits for infant and juniors. • Signage provided to identify entry and exits. Parents and children briefed about there locations. 	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
<p>Parents/children/staff</p>				

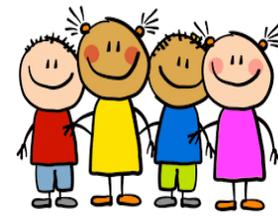


			<ul style="list-style-type: none"> • staff member to collect the child from parent and take to their group. • Young children will have side by side comfort by staff who wish to do so, to help with transition. • Staff to remain at adult height rather than bending down to child's level. • No toys, teddies etc will be allowed into the setting. • Only children who are symptom free or have been self -isolating for the recommended time will be allowed in the club. • children to wash or sanitize hands on arrival. • children must avoid touching their face, eyes, nose and mouth at all times. • Any child who has been told to shield or lives with someone vulnerable should not attend the setting. • Only adults who are symptom free should drop off and collect from the club. • No children without a confirmed booking shall be allowed to attend the setting-all bookings must be made prior to the setting starting. • If a member of staff shows symptoms of Covid-19 they must ensure that they self- isolate for 7 days. all families that attended on the day the staff member was in must be informed and self-isolate for 7 days. • Staff members to avoid physical contact and keep 2 metre distance if not possible then you should only work side to side and not face to face. 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
	<ul style="list-style-type: none"> • Supplier not understanding or complying with the new arrangements • Failure to provide effective communication for staff and parents 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> • The manager will email all suppliers with information about changes to arrangements. They must comply with our Covid-19 Policy. • We will update our Facebook page weekly, or more often, if new arrangements are implemented. We will provide regular 	<p>L</p>



	<ul style="list-style-type: none"> Parent aggression due to anxiety and stress 	M	<p>newsletters for parents and update parents by text or email to keep parents up to date with daily events at the club. Staff will have regular meetings and daily briefings to ensure that they are kept up to date.</p> <ul style="list-style-type: none"> We will aim to reduce this by keeping parents well informed, but should the situation arise, we respond in a calm and controlled manner in order to de-escalate the situation <p>Related documents</p> <p>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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak?fbclid=IwAR3kviNPd71evaJvOURtazdCAbnp6aMO7tBXioFb2xYQJgyihNecT7bU150</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>https://www.gov.uk/government/publication/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>	L
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To reduce the spread of infection you should:

- Wash your hands regularly, using soap and water, for at least 20 seconds
- Use hand sanitiser, only if soap and water are not available,
- Use tissues, when sneezing or coughing and put them in the bin straight after use
- If there are no tissues, use the crook of your arm
- Avoid touching your eyes, nose and face
- Clean and disinfect regularly touched surfaces and objects
- Maintain social distances, especially if someone appears to be unwell
- Do not attend the setting for 14 days, if you have been in contact with someone who has symptoms of Covid19