

HONEYCROFT AFTER SCHOOL CLUB

About this Risk Assessment:

- This RA is used to mitigate the risk from COVID-19 and should be used alongside any other risk assessment for the task being undertaken
- This risk assessment includes the current lockdown status (whether national or as part of Tier 3 Alert Level) and the Government's Local Covid Alert Level for Brighton & Hove (in the table above) as a guide/baseline on the likelihood of infection without control measures in place. The Covid Alert Level is based on several local factors including the COVID-19 reproduction (R) number - a scientific measure of how fast the virus is spreading
- The risk assessment will be reviewed whenever the Local COVID Alert Level changes or when notice of a lockdown is given
- Lockdowns may be national or initiated locally if Local Covid Alert Level reaches Tier 3

Task / Activity Covered by the assessment	Out of School services during Coronavirus Outbreak		National Covid 19 Alert Tool	Likelihood (L)	X	Impact (I)	
			1	Almost Impossible	1	Insignificant (minor injury, no time off)	
Setting	Honeycroft – during second national lockdown		2	Unlikely	2	Minor (non-permanent injury, up to 7 days off)	
Date of Assessment	09/11/20	Date Assessment to be reviewed	As required – see about this risk assessment below	3 National Lockdown in place	Possible	3	Moderate ((injury causing more than 7 days off)
Person Completing	N Silsby		4	Likely	4	Major ((death or serious injury)	
Staff involved in assessment			5	Almost Certain	5	Catastrophic (multiple deaths)	
To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the most likely impact (I) the accident might have, taking into account the control measures already in place. $L \times I = R$				Low = 1-3	Moderate = 4-7	Significant = 8-14	High = 15-25

Covid Alert Level and Lockdown Status

Government's <u>LOCAL COVID-19 ALERT LEVEL</u> for Brighton & Hove	Tier 1 MEDIUM	Tier 2 HIGH	Tier 3 VERY HIGH
Lockdown in Place [YES/ NO]	YES [5 th November – 2 nd December]		

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional controls will be put in place to reduce the risk further?	Revised Risk Rating			Sign as done	
			L	I	R		L	I	R		
1. TRANSMISSION OF VIRUS											
1.1	Attendance of Children and Staff	Infection of staff, children and families	<ul style="list-style-type: none"> • All adults know not to enter the setting if they are displaying any symptoms of coronavirus & that children are not to be brought to setting if they are displaying any symptoms of coronavirus • Information given to all parents/carers prior to attending. Accessible materials widely shared and visible • Government guidance is followed and updates shared with staff as required • Parents and carers closely monitor children for signs of Covid-19 symptoms in line with guidance • Communicate to staff and parents/carers that they need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they or their child is displaying symptoms of coronavirus and must not attend the setting if they have symptoms or have tested positive in the last 10 days. All children can be tested, including children under 5 ○ Provide details of anyone they have been in close contact with if test positive for coronavirus or if asked by NHS Test & Track ○ Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus ○ Inform the setting immediately of the results of a test ○ If the result is positive, the setting will contact the local health protection team to carry out a risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate ○ Any confirmed cases will also be reported to Ofsted 	3	3	M	<p>All staff and children's temperatures taken and recorded at the start of each session.</p> <p>Staff are limited to the minimum needed to look after children by agreeing a rota of staff working in the nursery based on predicted numbers.</p> <p>A short induction process for staff returning to the setting covering all changes will take place.</p>	2	3	M	NS

1.2	Protecting shielded and clinically vulnerable adults and children, and people with particular characteristics who may be at risk.	Infection of staff, children and families	<ul style="list-style-type: none"> Shielded & clinically vulnerable children and adults should follow government advice From 5 November, those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend settings during the period lockdown measures are in place. However, many children originally identified as clinically extremely vulnerable, earlier in the year, no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable. As of 5 November, staff who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP & may have been advised to shield in the past. Staff and children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend settings. Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend settings in line with current guidance & subject to individual risk assessments All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. If rates of disease rise locally, children (or family members) may still be advised to shield during the period where rates remain high and therefore may be temporarily absent. 	3	4	M	Staff are offered an individual risk assessment before returning to work.	2	4	M	NS
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1.4	Physical distancing and grouping	Infection of staff and children	<ul style="list-style-type: none"> • As we collect children from two different schools and return to a third site no child will come in contact with more than 15 households across any one week • Adult: child ratios are maintained and accurate records of who attends on each day • The same practitioners are assigned each day, as far as possible • Any groups of other children on site, e.g. attending the nursery, stay two metres away from each other throughout the session as much as possible • Face coverings will be used by staff as follows; <ol style="list-style-type: none"> 1) When meeting children at their collection points at school 2) When on the door greeting parents for pick up times 3) When meeting with others for longer than 15 minutes and a 2-meter distance cannot be maintained 4) When working alongside others in one spot for longer than 15 minutes and a 2-meter distance cannot be maintained • Staff are responsible for ensuring their face shield is; <ul style="list-style-type: none"> ▪ Clearly named ▪ Kept clean and sanitary ▪ Store away safely when not in use, not left lying around • Children use the same area each day specifically used for After School Club and do not mix with children from other services when on site • The area is thorough cleaning at the start of the day 	3	3	M	<p>Snack is served in allocated space and separate toilets are used by the older children</p> <p>Records of children and staff in each group, and any close contact that takes places between children and staff in different groups will be maintained</p> <p>Guidance for parents will include details on physical distancing, groupings and general operational changes</p> <p>A supply of face coverings is held at the setting, in case they are forgotten, lost, damaged, damp or contaminated. Face coverings should be worn correctly and clear instructions given including importance of washing hands</p>	2	3	M	NS

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1.5	Health and hygiene	Infection of staff and children	<ul style="list-style-type: none"> All adults and children regularly clean their hands according to guidance on hand cleaning Handwashing facilities are available. Where a sink is not nearby an appropriate hand sanitiser is provided for staff and bowls of water and hand soap for children All adults and children clean their hands on arrival at the setting, before and after eating and encouraged to do so after sneezing or coughing Help is given to children who have trouble cleaning hands independently Good hygiene promoted 'catch it, bin it, kill it' approach shared: children reminded not to put hands/fingers in mouth/nose/eyes Lidded bins for tissues provided in each grouped area and are emptied at the end of each day The space is well ventilated Paper towels are used in bathroom area and bins emptied regularly 	3	3	M		2	3	M	NS
1.6	Cleaning	Infection of staff and children	<ul style="list-style-type: none"> Surfaces that children touch, such as toys, books, tables, chairs, doors, sinks, toilets, are cleaned more regularly than normal using standard detergents Sharing of toys, resources and equipment is reduced as much as possible by remaining in groups. And any shared items and surfaces are cleaned and disinfected frequently Multiple groups will not use items or areas simultaneously Soft toys & soft furnishings have been removed from the space Malleable materials are supervised closely on a small scale and are not shared between groups Hands are cleaned thoroughly before and after use of malleable materials 	3	3	M	<p>Unusable resources have been stored to clear space</p> <p>Staff belongings have been allocated an individual non-shared area</p>	2	3	M	NS

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1.7	PPE and cleaning supplies	Risk of infection if supplies run out	<ul style="list-style-type: none"> An adequate supply of essential supplies is available at all times Each area has its own 'cleaning zone; with access to all required items An 'isolation' pack is fully stocked and kept available to use should a child develop symptoms throughout the session and be required to self-isolate until a parent can pick them up 	2	3	M	<p>Supplies are monitored for PPE and cleaning equipment to ensure that a supply of stock is available at all times</p> <p>Supplies received from the LA regarding non-general use PPE</p>	2	3	M	NS
1.8	Arrivals and departures	Infection of staff, children and families	<ul style="list-style-type: none"> All parents picking up children have been asked to now; <ul style="list-style-type: none"> Wear a face covering Remain behind the 2-meter mark Wait at two meter intervals from each other Wait for their child's allotted start time Be patient while waiting for the door to be opened Parents know their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact before attending Parents know that that they cannot gather at entrance or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) All adults and children clean their hands-on arrival at the setting No scooter, pushchairs, prams etc. to be left on site 	2	3	M	<p>Guidance has been shared with all parents who, by sending their children, agree to follow it</p> <p>A process is in place for safely removing face coverings when staff (who use them) arrive at setting. Follow government guidance on how to put on, remove store & dispose of face coverings which includes; Temporary face coverings are disposed of in a covered bin and reusable face coverings placed in a plastic bag to be taken home. Hands are washed again before or on entry to the learning environment</p>	2	3	M	NS

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1.9	Travel	Infection of staff and families	<ul style="list-style-type: none"> • Employment bike schemes are advertised to staff as an alternative chose of travelling to work • Bike storage is available on site for staff choosing to cycle • The car parking space is offered on rotation to staff choosing to drive • Staff are reminded not to offer lifts to each other, as a safe social distance cannot be maintained • Parents are made aware of recommendations on transport to and from centre to reduce unnecessary travel on public transport where possible and avoid peak times 	2	3	M	bike racks at rear of building promoted to help avoid public transport use	2	3	M	NS
1.10	Visitors	Infection of staff, children and visitor	<ul style="list-style-type: none"> • No non-essential visitors can access the centre • In instances where essential professionals such as social workers, speech and language therapists or counsellors, or other professionals are needed to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually • If they need to attend in person, they are informed in advance of the latest COVID-19 safety arrangements and guidelines to follow relevant to that setting, and the number of attendances is kept to a minimum • Essential visitors by appointment only and they are informed of health and safety procedures, including being willing to have temperature taken and remain within social distancing guidance or wear a facemask if this is not possible. Any items used, e.g. pen to sign in, must be cleaned thoroughly • The professional should also have completed their own risk assessment that they can share with the setting in advance • Delivery workers and suppliers will not enter the centre, instead food deliveries and other parcels will be drop-off at door • All essential maintenance and building work is completed outside of operational hours, wherever possible. If contractors 	2	3	M	<p>If a decision has been made to require face coverings for staff in certain situations where social distancing is difficult, such as in communal areas, the arrangements should also be communicated to visitors</p> <p>Visiting professionals are made aware in advance of settings' Covid-19 access arrangements to facilities such as toilets. Where possible, consider designating a specific toilet for visitors which can be cleaned between use.</p>				NS

			<p>must visit the premises they are informed of health and safety procedures. Any items used, e.g. pen to sign in, must be cleaned thoroughly</p> <ul style="list-style-type: none"> • If contractors must visit the premises they are informed of health and safety procedures. Any items used, e.g. pen to sign in, must be cleaned thoroughly • A record is kept of all visitors which follows the guidance on maintaining records of staff, customers & visitors to support NHS Test & Trace (date & time of visit, name & contact details, who they interacted with) 								
1.11	Sickness at the setting	Infection of staff and children	<p>Covid-19 sickness procedure.</p> <p>Adult:</p> <ul style="list-style-type: none"> • If a member of staff falls ill whilst at the centre they will return home and arrange a test <p>Child:</p> <p>A procedure is in place to be followed if a child begins to show symptoms of coronavirus. This includes:</p> <ul style="list-style-type: none"> • The child will be moved to a designated 'safe zone' this will be the 'sensory room' • One adult will stay with the child using the 'isolation pack' available including required PPE • The child will leave the building with parent/ care via the shortest route • After any contact with someone unwell, staff must wash their hands thoroughly and the area around the person with symptoms should be cleaned with normal household disinfectant after they have left • Managers will follow latest PHE South East Health Protection Team: Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings FLOWCHART • The child will not be able to return to the setting until 10 days or until a negative test result has been obtained • Additional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government advice • If the effected child tests positive for Covid-19 other children in the same group and staff member will be contacted and 	4	3	M	<p>An isolation kit is available at all time in the agreed 'safe zone'</p> <p>A duplicate PPE kit, including a face mask is available and accessible</p> <p>'safe zone' will receive a deep clean by staff wearing PPE</p> <p>If a member of staff or child attending the setting tests positive for coronavirus, report the case to the DfE Helpline on 0800 046 8687 (option 1 for confirmed cases). They will provide any necessary information or support</p> <p>Notify confirmed cases in settings to Brighton & Hove Local Authority Education Department by email:</p>	3	3	M	NS

			<p>asked to self-isolate or get tested. They will not be able to return to the setting until 14 days or until a negative test result has been obtained. if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken.</p> <ul style="list-style-type: none"> • The Confidentiality Policy will be followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus • staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> - book a test if they are displaying symptoms. All children can be tested, including children under 5 - provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace - self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms • The Setting will contain any outbreak by following local health protection team advice and by notifying Ofsted • In the event of a positive test of a child or adult for Covid-19, please inform us via eyc@brighton-hove.gov.uk with the following information; <ul style="list-style-type: none"> - the name of your setting - whether the case is a child or member of staff - their initials - confirmation that the person has received a positive test 			<p>educationandskills@brighton-hove.gov.uk and to Brighton & Hove Local Authority Public Health Department by email: Publichealth@brighton-hove.gov.uk and to Ofsted</p> <p>If there is an outbreak (2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected), call Surrey & Sussex Health Protection Team (HPT) on 0344 225 3861 (0844 967 0069 out of hours) or if the matter isn't urgent, email SSHPU@phe.gov.uk They will advise whether any further action is needed. In some cases, they may recommend a larger group self-isolate as a precautionary measure.</p>			
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1.11	Sickness at the setting continued	Infection of staff and children	<p>Personal Protective Equipment</p> <ul style="list-style-type: none"> • Face shields have been provided to all staff and spares are kept on site • Gloves, an apron, protective glasses and a face mask from the 'isolation' kit will be worn by the supervising adult • Additional cleaning will be carried out if there is a suspected/confirmed case of Covid-19, following government advice • If child tests positive for Covid-19 other children in their group will be asked to self-isolate for 14 days • Testing will be available for remaining staff and children in group • The Confidentiality Policy is followed at all times – this includes withholding the names of staff, volunteers and children with either confirmed or suspected cases of coronavirus • Gloves continue to be worn for nappy changing, food preparation and distribution and first aid administration. Staff are encouraged to wash their hands frequently and have access to hand sanitiser in each zone • Staff can select to wear face coverings and gloves routinely if they choose to 								
1.13	Reception areas, offices and staff rooms	Staff exposed to the virus through shared equipment	<ul style="list-style-type: none"> • All tables, shared devices, chair backs and telephones to be cleaned by staff before and after use and at the end of the day with antibacterial cleaner • Staff have access to different spaces for breaks to allow for social distancing • Staff each have individual space to keep personal items staff have hanger to store coats • Staff leave fleeces onsite and take home to wash at the end of each week 	2	3	M	Cleaning materials are available in all area to enable staff to clean the handles of white goods/ cupboards etc and encourage staff to provide their own crockery/ mugs and to remove them from kitchens, and lunch boxes from shared fridges daily	2	3	M	NS

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2.	WELLBEING										
2.1	Staff wellbeing	Staff are worried and feel stressed because of the pandemic and fear of the risk of infection	<ul style="list-style-type: none"> Staff made aware of the measures in place to reduce infection as specified in the RA and given an induction before returning to work Staff are encouraged to raise concerns and suggest additional measures Rotas are in place to stagger use of staff break spaces as much as possible Staff have carried out free eLearning on Infection Control before returning to work Staff have been given access to BHCC information and well-being support as part of their induction before returning to work Staff meetings taking place remotely via video or audio link, outdoors or in well-ventilated rooms Changes to working practices do not result in staff missing out on breaks 	2	2	M	<p>Either in-person or video induction is given to all staff before returning to work including opportunity to ask questions and raise concerns</p> <p>Increase the frequency of supervision for vulnerable staff</p>	2	2	M	NS
2.3	Children's wellbeing	Children anxious about returning or impact of lockdown	<ul style="list-style-type: none"> High priority is given to wellbeing and any changes to behaviour or concerns are address with parents as soon as possible Guidance on supporting children's mental health and wellbeing during the coronavirus pandemic has been shared with staff 	2	2	M	Photos of key people, and the altered environment have been sent out to families for them to talk about before attending	2	2	M	NS

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			L	I	R		L	I	R		
3. COMMUNICATION											
3.1	Staff not up to date with most recent advice/guidance	Staff or children may risk exposure to virus if staff are not aware of relevant guidance	<ul style="list-style-type: none"> Managers to read, review and share all relevant information to ensure all staff are kept up to date Designated staff member to check for Government / Council guidance changes daily and notify managers of any significant changes Emergency procedures are regularly reviewed, updated and shared as required Agreed methods of communication – e.g. email, WhatsApp groups, staff contact numbers, etc. Managers has updated contact list for all members of staff 	2	1	L	Ensure all key information and changes are understood by all staff	2	1	L	NS
4. STAFFING											
4.1	Reduced staffing resulting in insufficient -supervision ratios - trained first aiders - qualified staff - 121 support	Children may risk injury. Staff at work may suffer increased stress	<ul style="list-style-type: none"> All Paediatric First Aid and Designated Safeguarding Lead requirements are met with updated training taking place this summer (July 2020) Staff to notify manager as early as possible if they or any member of their household are presenting Covid-19 symptoms and to follow NHS/111 isolation/medical advice Staff to notify manager as early as possible if they have travelled to a country that requires them to self-isolate to 14 days on their return Manager to monitor daily supervision levels to ensure staffing requirements are met Inform Ofsted and the Family Information Service if the setting needs to close 	4	3	M		4	3	M	NS
5. EMERGENCY EVACUATION & FIRE											
5.1.	Staff and children unable to	Injury to children or staff	<ul style="list-style-type: none"> In case of fire or fire alarm activation, everyone to use their nearest available exit routes 	2	3	M					NS

	evacuate the building safety		<ul style="list-style-type: none"> • If the recommended social distancing between different groups, in corridors and assembly points is not achievable, ensure the greatest separation available is utilised • Staff to be informed of any changes to the fire evacuation procedures • if any changes have taken place a fire drill is carried out to practise the new routes/measures 								
<p>Government guidance is available here : https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=5%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p>											