

## INFECTIOUS DISEASES COVID-19

### Before and After School Clubs Risk Assessment

Cavendish Close Infant and Nursery School – March 2021

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Pupils	Inadequate information	<ul style="list-style-type: none"> <li>• All staff to be made aware of all relevant policies and procedures.</li> <li>• Staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>➤ DfE (Department for Education)</li> <li>➤ NHS (National Health Service)</li> <li>➤ Department for Health and Social Care</li> <li>➤ PHE (Public Health England)</li> </ul> </li> </ul> <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email or meetings and must contact the school as soon as possible if they believe they may have been exposed to coronavirus.</p>	Low		√
Prevention of Infection	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>• 1) Minimising 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 or have been advised by NHS Test and Trace to self-isolate, do not attend your setting</li> <li>• 2) Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap</li> </ul>	Low		√

			<p>and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</p> <ul style="list-style-type: none"> <li>• 3) Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• 4) Cleaning frequently touched surfaces more often than usual using standard products, such as detergents and bleach; see the guidance COVID-19: cleaning in non-healthcare settings outside the home</li> <li>• 5) Minimising contact and mixing by altering, as much as possible, the environment (such as layout) and timetables (such as allowing for sufficient changeover time to clean the area between different classes or groups of children and ensuring areas do not become overcrowded)</li> <li>• 6) Where necessary, wear appropriate personal protective equipment (PPE)</li> </ul> <p>Numbers 1 to 4 must be in place in out-of-school settings, all the time</p> <p>Number 5 must be properly considered and providers must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances. See the section on personal protective equipment (PPE) for more information.</p> <p>Response to any infection</p> <ul style="list-style-type: none"> <li>• 7) Engage with the NHS Test and Trace process</li> <li>• 8) Manage confirmed cases of coronavirus (COVID-19) amongst the out-of-school settings community</li> <li>• 9) Contain any outbreak by following local health protection team advice</li> <li>• Numbers 7 to 9 must be followed in every case where they are relevant.</li> </ul>			
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			Where possible all spaces should also be well ventilated using natural ventilation (opening windows) or ventilation units.			
Response to infection issues	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• 7) Engage with the NHS Test and Trace process</li> <li>• 8) Manage confirmed cases of coronavirus (COVID-19) amongst the out-of-school settings community</li> <li>• 9) Contain any outbreak by following local health protection team advice</li> </ul> <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p> <p>Where possible all spaces should also be well ventilated using natural ventilation (opening windows) or ventilation units.</p>	Low		√
Face masks	Pupils Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> <li>• We are strongly recommending the use of face mask in the hall during Breakfast Club and dinner time. Updated 04/03/21.</li> <li>• We are strongly recommending the use of face masks at the start and end of the day – when children are received from and dismissed to parents/other adults. Parents have also been asked to wear face masks. Updated 04/03/21.</li> <li>• If face coverings are worn, they must be removed correctly without touching the front of the mask before entering school (remove by loops on ears). Wash hands immediately on arrival, remove face covering as explained then wash hands again before heading to the classroom. <a href="#">Safe working in education childcare and children's social care</a></li> <li>• If disposable face masks are worn, they must be disposed of in a closed bin.</li> </ul>	Medium	Yes	

			<ul style="list-style-type: none"> <li>If material re-usable face masks are worn, they should be placed inside a disposable bag and taken home to re-wash before reusing.</li> </ul>			
Before and After school clubs	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>Consider resuming after-school provision, where possible, from the start of the summer term. Updated 04.03.21</li> <li>Where possible keep pupils in their year groups or class bubbles</li> <li>Where not possible look at consistent small groups only.</li> </ul> <p>Arrange for same staff to deliver before and after care provision to reduce risk, where possible.</p>	Med		√
Indoor Provision	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>As the risk of transmission is considerably lower outdoors, providers who normally run sessions indoors should consider whether they are able to do so safely outside.</li> <li>However, where this is not possible, you should offer classroom-based provision refer to the guidance for schools <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> for more advice on practical steps that can be taken to implement the control measures outlined above, such as ensuring desks are spaced as far apart as possible.</li> </ul>	Low		√
Toilet Usage	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>Different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it.</li> <li>However, you should consider how you can limit the number of children using the toilet at any one time. Importantly, you should promote good hand hygiene and encourage all children to wash their hands</li> </ul>	Low		√

			<p>thoroughly, with soap and running water for 20 seconds, after using toilet facilities.</p> <ul style="list-style-type: none"> <li>As with all frequently used surfaces, toilets should be cleaned thoroughly using standard products such as detergent and bleach.</li> </ul> <p>The frequency of cleaning required will depend on usage but is advised to be more frequently than might have been previously considered appropriate. In most cases, we expect cleaning of toilet facilities to take place at least twice a day, and in particular between use by different classes and groups.</p>			
Outdoor Provision	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>Minimising 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, or who have been advised by NHS Test and Trace to self-isolate do not attend your setting <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li>Keeping facilities and equipment clean - touch points (e.g. handrails and gates) should be particular areas of focus for increased cleaning</li> <li>Using signs, posters and regular reminders to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face, and to cough or sneeze into your arm rather than your hand</li> <li>Providing more waste facilities and more frequent rubbish collection</li> <li>Providing hand sanitiser in multiple locations</li> <li>using disposable paper towels in handwashing facilities, where possible</li> </ul>	Low		√

			Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved			
Group Sizes	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• Keep children in small groups of no more than 15 children with the same children each time wherever possible (do not mix groups unless absolutely necessary) and at least one staff member, depending on the type of provision or size of the group.</li> <li>• Multiple groups of 15 plus staff can use the same shared space, if that is necessary, with distancing between the groups.</li> <li>• Where it is possible to do so, providers should also try to work with parents, the schools or early years settings which children attend to ensure, as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day.</li> <li>• Where it is not possible to group children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups, as far as possible, and frequently review these groups to minimise the amount of 'mixing' (that is, the number of different people each child comes into contact with).</li> </ul> <p>Keep up-to-date records of the children attending your setting for at least 21 days, including the schools or early years setting that they attend and the specific groups and members of staff they have been assigned to in your setting.</p>	Low		√
Poor hygiene practice	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding staff and pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>• Staff and pupils are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no</li> </ul>	Low		√

			<p>less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</p> <p>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</p>			
Spread of infection	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> </ul> <p>Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</p>	Low		√
Poor management of infectious diseases	Staff	Infection Control	<ul style="list-style-type: none"> <li>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a staff member has been sent home with suspected coronavirus.</li> <li>Staff are vigilant and report concerns about their own, a colleague's or other's symptoms to the Headteacher or SLT as soon as possible.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Staff inform the headteacher when they plan to return to work after having coronavirus.</li> </ul> <p>A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p>	Low		√
Children attending OOSS	Pupil	Infection Control	<ul style="list-style-type: none"> <li>Children of all ages may attend out-of-school settings. However, if you live in an area that is experiencing a local COVID-19 outbreak, different local restrictions may have been imposed.</li> </ul>	Low		√

			<ul style="list-style-type: none"> <li>• Please consult the local restrictions page <a href="https://www.gov.uk/government/news/leicestershire-coronavirus-lockdown-areas-and-changes">https://www.gov.uk/government/news/leicestershire-coronavirus-lockdown-areas-and-changes</a> to see if any such restrictions are in place in your area.</li> <li>• OOSS should not be used as a replacement for school or early years attendance.</li> <li>• When carrying out a risk assessment for your setting, you should consider disease transmission risks outside your specific location, such as the tendency for older children to mix with other community groups outside your setting or to use public transport to attend your setting.</li> <li>• Attending OOSS can have a positive impact on the wellbeing of children and young people.</li> <li>• However, it is crucial that we ensure we are minimising the risks to the nation’s health. It is for this reason that parents and carers are being encouraged to limit the number of settings their children attend as far as possible, and ideally to ensure their children attend the same setting consistently.</li> <li>• Providers are encouraged to consider measures they can put in place to reduce the extent to which children are mixing with others, such as by ensuring that children who attend your setting are assigned to a particular class or group when they return and stay in those consistent groups for future sessions, as far as it is possible.</li> <li>• Children and young people from different schools can attend the same out-of-school setting, but providers, where possible, are encouraged to work with the schools that they attend to ensure they are, as far as possible, kept in the same consistent groups or bubbles that they are in throughout the school day.</li> </ul>			
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			You should also discourage attendance from children who live outside the local area. Ideally, children who attend your setting should live within walking or cycling distance			
Test and trace	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>• The NHS Test and Trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased, as far as it is deemed safe to do so.</li> <li>• The service:</li> <li>• Provides testing for anyone who has symptoms of coronavirus (COVID-19) to find out if they have the virus</li> <li>• Gets in touch with anyone who has had a positive test result to gather information about any close recent contacts they have had</li> <li>• Alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus</li> <li>• It is vital that OOSS providers play their part by:</li> <li>• Making their settings as safe as possible for staff, children and parents</li> <li>• Promoting the need to get tested if anyone is symptomatic</li> <li>• Requesting that workers self-isolate if they have been asked to do so</li> <li>• Supporting their workers when in isolation</li> </ul> <p>Keeping records of which children and staff are in which groups and saving this information securely for at least 21 days</p>	Low		√
Confirmed case of COVID 19	Pupils Staff	COVID 19	<ul style="list-style-type: none"> <li>• Where a child, young person or staff member tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. This advice may be that the rest of their class or group</li> </ul>	Low		√

			<p>within the setting should be advised to self-isolate. To support NHS Test and Trace in reaching close contacts, settings should keep a record of:</p> <ul style="list-style-type: none"> <li>• children and staff in specific groups/rooms</li> <li>• close contact that takes places between children and staff in different groups/rooms and</li> <li>• the timing of the activities/interactions</li> <li>• This should be a proportionate recording process but detailed enough to support the Test and Trace process and records need to be kept for at least 21 days.</li> </ul> <p>As part of the national test and trace programme, if other cases are detected within the class or group or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, group or site. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p>			
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