

Covid-19 risk assessment and training for all staff



School: Little Munchkins Children's Ltd club at Woodfield Primary School

Location: Large dining hall

Activity: Holiday club

Significant Hazards	Persons Affected	Recommended Controls
Hygiene	Pupils/ All staff members	<ul style="list-style-type: none"> • Tables and floor area to be wiped with separate clothes – colour coded to prevent cross contamination. • Clothes will be cleaned with disinfectant on a regular basis to prevent any spread of infections. • Ensure good housekeeping. • Surfaces such as tables, toys, door handles and floors will be cleaned throughout the day and after each activity. • Cleaning of the equipment will take place at the end of each day. • Posters will be placed all around the club setting to encourage appropriate hand wash methods, how to safely catch a sneeze or cough, how to safely dispose of tissues (separate bin will be provided with a lid) and also floor marking to ensure safe distances can be practiced. • Children will be required to wash their hands or use hand sanitizer straight after entering the club setting before they are able to take part in activities. • Children will be required to wash their hands throughout the day on a regular basis and before and after eating. • Children will be required to wash their hands before and after each activity. • Children will be required to wash their hands before and after outdoor play. • Children will be required to thoroughly wash their hands for 20 seconds in line with the Covid-19 guidance around hand washing, where a child friendly poster will be displayed to show them how to do this. • Whenever staff or children sneeze or cough into their hands or use a tissue to clean their nose, they will be required to wash their hands and dispose of this tissue in a special bin provided just for disposal of tissues. • To ensure safe distance, only 2 toilets of the 5 cubicles will be used at any time. No access will be given to the other toilets. Staff will ensure they supervise and monitor this.

		<ul style="list-style-type: none"> • The windows within the setting will also be opened throughout the day to provide clean air and continuous ventilation. • No children are able to bring any items from home such as their own toys/games/books etc. If they are brought, parents will be refused to allow a child to keep this within the club setting and will need to take this back with them. • Special attention will be given by staff when cleaning to high risk contact points such as door handles, buzzers, hand rails, telephones/intercom system and light switches. • All cleaning will be recorded at the end of the day in the clubs closing down documentation. • When disinfectant is used on surfaces, this should be left for 30 seconds to allow germs to be killed. • PPE should only be used ONCE and be disposed off appropriately. • No soft toys or blankets will be available for children to play with.
Staff and management	Pupils/ All staff members	<ul style="list-style-type: none"> • If a staff member has any symptoms prior to coming to the club, they will need to notify management as soon as possible. • They SHOULD NOT come to the club and will be required to self-isolate for 7 days. • Management will discuss an agreed date for return and a return to work form and policy will be followed. • If a member of staff lives with, or has had contact with someone who is showing symptoms or has been tested positive for Covid-19, they SHOULD NOT come to the club. They will be required to inform management and again self-isolate for 7 days and an agreed date will be discussed with management at a later date. • Also, where possible, staff will be discouraged to wear any jewellery on their wrists. • As mentioned throughout the risk assessment, staff will be required to use PPE where needed. • They will be encouraged to wash their hands in line with the Covid-19 handwashing guidelines. • They will also use hand sanitizer throughout the day on a regular basis. • Staff will also be required to keep their own pen in their pocket which will only be used by them when signing children in and out of the club. This will be provided by the club. • Staff will also be encouraged to maintain a safe distance from other staff, children and parents where possible. • As mentioned above, staff will ensure they follow the correct guidance in relation to cleaning or items and bodily fluids. • Staff will ensure they clean toys, activity items, floors, surfaces, door handles and toilets throughout the day on a regular basis to prevent any spread of infection.

		<ul style="list-style-type: none"> • Management will ensure there is an appropriate staff to children ratio to facilitate children being in smaller groups. • There will be many posters all around the club setting in relation to Covid-19 guidance around keeping safe. • When staff are going on their breaks, they should ensure they continue to follow guidelines around washing their hands prior to break, and following break times. • The risk assessments will regularly be reviewed and control measures may change depending on circumstances. • All staff must read, understand and sign these control measures as part of their Covid-19 training. • These measures must be followed AT ALL TIMES.
<p>Parents and children entering the club</p>	<p>Pupils/ All staff members/ Parents</p>	<ul style="list-style-type: none"> • Parents will be required to use the intercom system to contact the club when arriving. • This button used will be disinfected on a daily basis. • When arriving at the club entrance, there will be clear marking on the floor for parents to follow. There will be clear guided marking for parents to remain socially distant. • Parents will be encouraged to minimise contact with other parents. • There will be a clear notice on the door for parents NOT TO ENTER for any reason, especially if they have any symptoms of Covid-19. Parents will be asked to leave IMMEDIATELY if any symptoms are seen or shown. • When arriving to drop a child off or collect a child, a staff member will greet parents at the door, and parents will not be able to enter inside the club premises. • Staff will sign children in and out. • Parents will be encouraged to pay via bank transfer. However, if not possible, and a cash payment method is required, parents will be required to give cash in an envelope to give to the club. This will minimise direct contact with money. • Staff and parents will still be required to maintain a social distance. • Any communication which is able to be done via email or phone will be encourage to minimise direct face-to-face contact. • As mentioned above, children will be required to wash their hands or use hand sanitizer when entering the club. • To minimise contact between children and parents, the club offers four different times for attendance for sessions. • Parents will also be encouraged to send any documentation such as booking or registration forms via email. They will be encouraged NOT to give any forms by hand. • If a parent brings any documentation, and gives this to staff, staff are aware there will be a separate folder which will be used just for these documentations.

Symptoms of Covid-19	Pupils/ All staff members	<ul style="list-style-type: none"> • If a child present in the club shows any symptoms of Covid-19, the following steps ARE REQUIRED to be taken: • A child will be isolated away from all other children and staff members. • One member of staff will remain with this child within that isolation area. • Staff will ensure they continue to maintain a safe distance and also ensure the correct use of PPE is used. These are gloves, mask and an apron. • A senior member of staff will contact parents straight away and inform parents that their child/children will need to be collected from the club. • If a child displays any symptoms of Covid-19, they will be required to sit near a ventilated window which will be open. • If a child who is waiting within the isolation area requires to use the toilet, the same procedure will apply as above. A child will be supervised by a member of staff when washing their hands, and the toilet will be cleaned and disinfected straight away prior to any other child being able to use this toilet. Where possible, a toilet that has not been in use prior to this will be used and again, steps as above will apply. • When parents collect a child who has displayed symptoms, staff will ensure the child safely leaves the club premises by moving all other children to a safe distance so the child is able to leave the club premises via the door to the club. • After a child has left, all children will be encouraged to wash their hands using the Covid-19 guidance around handwashing. • Also, staff will ensure (using PPE) they will clean and disinfect the isolation area and all areas of the club again. • If a child continues to have symptoms, they will be unable to attend the club for a further 7 as they will be required to self-isolate. • If a child undertakes a Covid-19 test and the results are negative, and they show no symptoms, they are able to return to the club. • However, if a child undertakes a Covid-19 test and the results are negative, but they continue to show symptoms, they will be UNABLE to return to the club for a further 7 days due to self-isolating. • If a child is tested as positive, the Track and Trace service apply as appropriate and parents and staff will be informed. • If a child lives with others and is the first in the household to have symptoms of COVID-19, then they must stay at home for at least 7 days. • A thermometer will be kept at the club, and if required, management are able to take the temperature of children if they appear to be feeling unwell or have raised concerns around feeling unwell.
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Pupil behaviour	Pupils/ All staff members	<ul style="list-style-type: none"> • Pupil behaviour should be dealt with in accordance with the Little Munchkins policies and procedures. Serious issues to be handled by designated officer. • Children will be informed of the club guidelines around handwashing, catching of coughs and sneezes, use of the toilet, encouraged to maintain safe distance from others and dispose of tissues in a special bin provided. • Children will also be encouraged to continue the use of hand sanitizer which will be placed around points within the setting. • Children will also be encouraged not to share food. • Children will also be encouraged, where possible, not to handle any food with their hands, and to make use of appropriate utensils provided. • Children will be encouraged not to play intimately such as holding hands or hugging etc. • Children will be encouraged, where possible, to maintain a safe distance from others. • Staff will ensure they have regular conversations with children about how to stay safe and reminding children about handwashing and hand sanitizer.
Child Protection	Pupils/ All staff members	<ul style="list-style-type: none"> • During this pandemic, it has been noted that children have had limited support and access to services within their network which they would have received prior to this government lockdown. • Children may have experienced heightened abuse within the home or have been impacted from exposure to incidents within the home. • All staff and management will ensure they continue to work within safeguarding guidelines and are able to identify if a child is at risk of significant harm and follow child protection procedures. • Staff have already received regular training around safeguarding and will continue to be advised to follow child protection policies and procedures in line with the club requirements.
Tables and benches	Pupils/ All staff members	<ul style="list-style-type: none"> • Children are not to climb any of the tables or benches. • Staff need to ensure children are seated appropriately e.g. not leaning backwards. • Staff need to ensure all tables and benches are cleaned after each activity and snacks. • Staff will also ensure children will be seated in small groups on tables for activities and when eating food. • Children will be unable to sit close to each other on tables, as safe distance practice will be ensured.

		<ul style="list-style-type: none"> • After each of use of the tables (when eating and before and after activities), the tables will be cleaned and disinfected by a member of staff. • Staff will be required to wear the correct PPE when done, and gloves to be used as a minimum. • At the end of each day, each table will be thoroughly cleaned in line with the club's opening and closing policies.
Food	Pupils/ All staff members	<ul style="list-style-type: none"> • Children are not required to bring any homemade food to the club. • All food will be provided by the club. • The food will be cooked and prepared by a trained member of staff in the kitchen. • The children will follow the safety and hygiene guidelines in line with the kitchen policies. • The salad bar previously available to children at the club will no longer be available. • Food will be served by a member of staff. • Children will be encouraged to use utensils and not eat with their hands, where possible. • Staff and children will ensure hands are washed before and after eating. • Children will be encouraged not to share any food with others. • Staff will ensure no utensils, drinking cups or plates are shared with others. • Where possible, disposable cups will be used. • All items used for food will be washed in a dishwasher on 85 degrees to ensure thoroughly cleaned. • All staff handling food, will have a Level 2 in Food safety. • Children will only be able to bring a water bottle with them to use within the club. • Previously, the club allowed children to have access to a small water dispenser. However, children will no longer be able to access this, and will be required to ask a member of staff to refill their bottle with water.
Person being taken in poorly	Pupils/ All staff members	<ul style="list-style-type: none"> • Ensure changes in posture. • Ensure adequate ventilation and the maintenance of ambient temperature. • Any vomit or bodily fluids are cleaned up in accordance with the clubs policies and procedures and a wet floor sign is installed and later removed. • If any bodily fluids such as vomit, urine or blood are present, as stated above, staff are required to ensure they have the appropriate PPE. • Staff will be required to use gloves, mask and an apron each time. • All of these along with the bodily fluids are required to be cleaned straight away, and disposed of in a double bag and removed straight away from the club setting.

Cuts/abrasions from paper and child friendly scissors	Pupils/ All staff members	<ul style="list-style-type: none"> • Supervision of pupils. • Staff with first aid training to ensure appropriate first aid id applied to a child. • Appropriate use of PPE such as gloves, mask and apron as a minimum. • If there is any blood, tissues/bandages/plaster will be required to be double bagged and disposed of appropriately. • Also, gloves, aprons and masks will also be required to be disposed of within the same bag which again will be double bagged. This bag will be required to be disposed of straight away out of the club setting. • Staff will be required to wash their hands for 20 seconds in line with the Covid-19 guidance around hand washing. • Children will also be required to wash their hands for 20 seconds in line with the Covid-19 guidance around hand washing.
Slips/Trips	Pupils/ All staff members	<ul style="list-style-type: none"> • Ensure that the floor area is clear and free from any spillages. • All spillages to be cleaned up immediately and a wet floor sign is installed and removed at the end of the session and to inform staff and pupils of the hazard. • Gangways and walkways to be maintained in a safe condition and free from obstruction.
Outdoor play	Pupils/ All staff members	<ul style="list-style-type: none"> • The children are not able to access the playground without permission from a member of staff, who will always be supervising them. • Parents have to use the intercom system to be able to access the club. • There is a ramp leading into the hall. • All outdoor play items will be cleaned and disinfected after every use. • Children will continue to be encouraged to maintain social distancing. • There will be a number of staff outdoors to supervise children, who will be encouraged to play in smaller groups. • Before children play outdoors, they will need to wash their hands and/or use hand sanitizer, and when returning back indoors will be required to wash their hands.
Door leading to toilets	Pupils/ All staff members	<ul style="list-style-type: none"> • The door leading to the hallway (towards the toilets) will be kept open. No children are able to attend the toilets without a member of staff accompanying them. • The doors will be kept open to prevent any use of the handle being needed to minimise touch. • However, as mentioned above, door handles will be cleaned on a regular basis.
Kitchen door	Pupils/ All staff members	<ul style="list-style-type: none"> • No children are allowed access to the kitchen, so the door should always be kept closed. • As mentioned above, door handles will be cleaned on a regular basis.

		<ul style="list-style-type: none"> • All staff who handle food will adhere to the policies and guidance within the kitchen settings.
Computers	Pupils/ All staff members	<ul style="list-style-type: none"> • All staff must ensure children are being supervised whilst using the computers. • Prior to using any laptops, children will be required to use hand sanitizer provided, and will be required to hand sanitize after use. • Each laptop will be cleaned after use with anti-bacterial wipes and disposed of correctly. • Staff will be required to wear PPE gloves when cleaning them.
Fire	Pupils/ All staff members	<ul style="list-style-type: none"> • Ensure a fire risk assessment has been undertaken and all staff is made aware of their responsibilities. • Appropriate equipment is provided and maintained. • Arrange the seating to ensure that clear gangways are maintained at all times. • The maximum capacity of the room must not exceed. • All emergency exits must be clearly marked and unobstructed at all times. • No emergency exit shall be locked. • During a fire or fire safety drill, children will still be encouraged to maintain a safe distance from others.

This policy was adopted by: Little Munchkins	Date:
To be reviewed:	Signed: