

RISK ASSESSMENT

Risk Assessment Title:	Coronavirus (COVID-19)		Risk Assessment Number:	34.		
Name of Company:	Garioch Sports Centre – Out of School Club	Date of Assessment:	4 th Of August 2020		The Benefit = Keeping adults and children safe. Controlling contamination as much as possible. Providing information on Coronavirus (COVID-19).	
Name of Assessor:	Aimee Harwood	Date of Review:	Date of next government guidance release.			
Hazards	Persons affected	What is the Risk?	Initial risk level	What steps have been implemented to reduce the risk?	New Risk level	Actioned by when?
Staff returning to work	Staff Children Parents	Transmission of COVID-19 into the setting through staff. Staff wellbeing, mental health, anxiety and stress.	High	Staff to self-check health before coming to work each day. Staff are not to attend if unwell and to notify manager or senior staff. Should a member of staff begin to show any signs or symptoms of COVID-19 (ie. high temperature, a new continuous cough, a loss or change to sense of smell or taste), must follow the Test and Protect arrangements by contacting the NHS to arrange to be tested on 0800 028 2816 and forward their test results to their manager or senior staff as soon as possible. Staff are to self-isolate for 14 days if a member of their household has confirmed COVID-19. The Lead Practitioner is to have regular one-to-one discussions with staff.	Medium Present and ongoing.	Ongoing until next release of government guidance.

		Same entrance to the building for staff and public.		<p>Staff must complete return to work health questionnaire before returning to work.</p> <p>Staff will enter through a separate door with social distancing measures.</p>		
School aged children attending the setting	Staff Children Parents	<p>Transmission of COVID-19 into the setting through children.</p> <p>Children wellbeing, mental health, anxiety and stress regarding their return.</p> <p>Same entrance to the building for children and public.</p>	High	<p>Parents to check children's health before coming to the setting each day.</p> <p>Children not to attend if unwell and to notify manager or senior staff.</p> <p>Regular discussions between children and their key workers.</p> <p>Should a child begin to show any signs or symptoms of COVID-19 (ie. high temperature, a new continuous, a loss or change to sense of smell or taste), their parents must follow the Test and Protect arrangements by contacting the NHS to arrange for them to be tested on 0800 028 2816 and forward their test results to their manager or senior staff as soon as possible. If children are showing symptoms but tested negative they must still isolate for 14 days.</p> <p>Children to self-isolate for 14 days if a member of their household has confirmed COVID-19.</p> <p>Staff must regularly communicate with children and record any concerns in the child's chronology and report these to the manager and the child's parents.</p> <p>Staff will collect/ drop-off children from/to their parents through a separate door with social distancing measures.</p>	Medium	Ongoing until next release of government guidance.

Communication	Staff Children Parents Public Contractors Visitors	Transmission of COVID-19 into the setting through lack of communication. Poor understanding of new procedures.	Medium	<p>Monthly staff meetings.</p> <p>Confidential What's App group between OOSC staff members.</p> <p>Quarterly newsletters for parents and children.</p> <p>Parent information display boards.</p> <p>Social media updates for parents and children.</p> <p>Staff must sign off on having read and understood any new Risk Assessments and Procedures.</p> <p>New plans relating to COVID-19 to be communicated to staff, parents and children through issuance of Risk Assessment and Changes Plan.</p> <p>Changes agreement must be completed by parents before attending the setting.</p> <p>Appropriate signs to be noticeably displayed around the building and verbal communication used where possible.</p> <p>Staff must sign off on having read and understood the new Risk Assessment and changes to GSC relating to COVID-19.</p>	Low	Ongoing until next release of government guidance.
Infection Prevention & Control - Cleaning Practices	Staff Children Parents	Transmission of COVID-19 through poor cleaning procedures.	High	<p>Health and safety check and thorough cleaning of the building will be carried out before the return of staff and children.</p> <p>Staff will complete daily cleaning checklists of OOSC toys and equipment.</p>	Medium	Ongoing until next release of government guidance.

			<p>Staff will carry out daily cleaning of playrooms and building facilities.</p> <p>All cleaning will be carried out in accordance with COVID-19 guidance for non-healthcare settings and Infection Prevention and Control in Childcare Settings guidance and will include an extensive addition to the current cleaning checklists.</p> <p>Surfaces and eating areas are wiped and disinfected before and after each use.</p> <p>The playroom, toys and any equipment that children access will be cleaned at the beginning and end of each session and when changeover of groups occur during sessions using standard EC4 sanitiser that are active against viruses and bacteria.</p> <p>Staff to clean toilets and sinks more regularly throughout the day.</p> <p>All resources and equipment which are not easy to clean (eg. soft furnishings) between each use will be removed from the sessions until further notice. Computers and gaming equipment will be stored in a holding box after each use until thoroughly cleaned.</p> <p>School bags, packed lunches and outdoor wear are kept on pegs outside the playroom.</p> <p>Children's pegs to be socially distanced where possible.</p> <p>Children will be strongly discouraged from bringing items from home into the setting.</p>		
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				<p>Staff must use their own dishes and cutlery ensuring they are cleaned straight after use storing these in their own named boxes within the staff kitchen.</p> <p>Remove all shared cutlery from staff kitchen.</p>		
Infection Prevention & Control - Ventilation	Staff Children Parents	Transmission of COVID-19 through poor air quality.	High	Keep all non-fire doors and windows open to circulate fresh air where possible.	Medium	Ongoing until next release of government guidance.
Infection Prevention & Control - Enhanced Hand Hygiene	Staff Children Parents	Transmission of COVID-19 through poor personal hygiene.	High	<p>Multiple sinks are available for hand washing.</p> <p>Handwashing will be enforced;</p> <ul style="list-style-type: none"> - On arrival at and before departure of the setting. - Before and after eating. - After using the toilet. - When moving between different toys and activities. - When moving between different areas (eg. between different rooms or between indoor and outdoor). - At regular intervals throughout the day <p>All staff and children must frequently wash their hands with soap and warm water for at least 20 seconds.</p> <p>Staff must supervise children washing their hands and provide assistance if required.</p> <p>Water will never be shared in a communal bowl when washing hands.</p> <p>Disposable paper towels and hand dryers are provided.</p>	Medium	Ongoing until next release of government guidance.

				<p>Hands must be dried thoroughly.</p> <p>Clear signage regarding hand washing will be displayed in appropriate areas for staff and children to follow.</p> <p>Where handwashing facilities are not available (eg. outdoors) a supply of hand gel will be used for staff and children.</p> <p>Children will be encouraged not to touch their face.</p> <p>Staff and children should use a tissue or elbow to cough or sneeze and dispose of tissues appropriately.</p> <p>Hand sanitiser will also be available to visitors including parents at the entrance to the setting.</p>		
Infection Prevention & Control – Physical Distancing	Staff Children Parents	Transmission of COVID-19 through poor social distancing.	High	<p>Toileting procedures are to be followed.</p> <p>Staff will remain physically distanced from children in line with latest government guidelines where possible.</p> <p>Prolonged periods where staff and children are in close proximity will be avoided where possible or will be limited as far as possible, however there may be times where staff need to be close to children, particularly where comforting is required.</p> <p>The same staff members must remain with their allocated School to assist Test and Protect arrangements and minimise transmission.</p> <p>Use of available outdoor spaces should be maximised where possible.</p>	Medium	Ongoing until next release of government guidance.

		Shared use of facilities and multi-purpose rooms for activities.		Multi-purpose rooms to be used as single use rooms only. One-way systems will be clearly marked and must be adhered to at all times.		
Infection Prevention & Control – Caring for Children in Small Groups	Staff Children Parents	Transmission of COVID-19 through large unmanageable groups of children. Unachievable management of sessions.	High	<p>Reduced groups of up to 19 children from one school will work together throughout each session and will be cared for in line with Care Inspectorate staffing ratios whilst taking into account individual children’s needs.</p> <p>These School groups will work with the same staff members, where practicable, for the whole week and the groups of children will remain consistent as far as is possible to assist Test and Protect arrangements and minimise transmission.</p> <p>Staff cover for children of other schools will be for limited periods and physical distancing between adults will always be maintained.</p> <p>Staff will also ensure hygiene practices are carried out when caring for different groups of children.</p> <p>Children who require additional support should be cared for in line with their personal plan which should be kept under review as public health measures evolve.</p> <p>Children will be provided with a green GSC bib on arrival each day that they must wear whilst participating in any outdoor activities. When returning to the building these must be removed and kept on their pegs for use throughout the day, until the end of the session where these will then be washed.</p>	Medium	Ongoing until next release of government guidance.

<p>Infection Prevention & Control – Personal Protective Equipment (PPE)</p>	<p>Staff Children Parents</p>	<p>Transmission of COVID-19 through lack of PPE.</p>	<p>High</p>	<p>Staff to follow existing infection control policy, procedure and risk assessment on the use of PPE.</p> <p>Staff must wash hands before and after providing any personal care or first aid.</p> <p>Staff carrying out personal care or first aid must wear apron and disposable Nitrile gloves, including the cleaning of blood or any other bodily fluids.</p> <p>Grab bag with essential PPE to be used in relation to COVID-19 will to be in the isolation room for any suspected cases.</p> <p>Clinical waste bag is available to dispose of any equipment used for suspected cases and stored in the isolation room in a sealed bin for 72 hours before disposal.</p> <p>Parents will be responsible for ensuring children arrive with sun cream applied and must provide their own supply for the children to reapply themselves under supervision where possible.</p>	<p>Medium</p>	<p>Ongoing until next release of government guidance.</p>
<p>Infection Prevention & Control – Staff Becoming Unwell</p>	<p>Staff Children Parents</p>	<p>Transmission of COVID-19 into the setting through staff illness.</p>	<p>Medium</p>	<p>Staff to self-check health before coming to work each day.</p> <p>Staff not to attend if unwell and to notify manager or senior staff.</p> <p>Should a member of staff begin to show any signs or symptoms of COVID-19 (ie. high temperature, a new continuous, a loss or change to sense of smell or taste), they must follow the Test and Protect arrangements by contacting the NHS to arrange to be tested on 0800 028 2816 and forward their test</p>	<p>Medium</p>	<p>Ongoing until next release of government guidance.</p>

			<p>results to their manager or senior staff as soon as possible. Staff must isolate for at least 10 days with confirmed COVID-19.</p> <p>Staff to self-isolate for 14 days if a member of their household has confirmed COVID-19 or they are contacted through track and trace.</p> <p>Should staff become unwell at work, they must stay where they are and notify the manager immediately who collect their belongings and send them home through the closest exit. If public transport must be used, a mask and disposable gloves will be provided and must be worn.</p> <p>Care Inspectorate must be notified of any suspected or confirmed outbreaks of COVID-19 through eforms.</p> <p>If COVID-19 is confirmed, contaminated areas will be isolated for 72 hours minimum or an External contractor will be contacted to carry out sanitisation of all infected areas.</p> <p>All staff absences will be recorded and noted if suspected or confirmed case of COVID-19.</p> <p>All staff and parents will be notified of any suspected or confirmed outbreaks of COVID-19 through track and trace.</p>		
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<p>Infection Prevention & Control – Children Becoming Unwell</p>	<p>Staff Children Parents</p>	<p>Transmission of COVID-19 into the setting through children’s illness.</p>	<p>High</p>	<p>Parents to check children’s health before coming to the setting each day.</p> <p>Children are not to attend if unwell and to notify manager or senior staff.</p> <p>Registers are used to sign in children’s attendance and any absences are recorded.</p> <p>Should a child begin to show any signs or symptoms of COVID-19 (ie. high temperature, a new continuous, a loss or change to sense of smell or taste), their parents must follow the Test and Protect arrangements by contacting the NHS to arrange for them to be tested on 0800 028 2816 and forward their test results to their manager or senior staff as soon as possible.</p> <p>Children must isolate for at least 10 days with confirmed COVID-19.</p> <p>Children to self-isolate for 14 days if a member of their household has confirmed COVID-19 or they have been contacted by trace and track.</p> <p>Should children become unwell at the setting, they must notify a member of staff immediately who will collect their belongings and escort them to an empty well-ventilated space where possible and will wait with them whilst their parents are contacted to collect them as soon as possible through the closest exit.</p> <p>Care Inspectorate must be notified of any confirmed outbreaks of COVID-19 through eforms.</p>	<p>Medium</p>	<p>Ongoing until next release of government guidance.</p>
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				<p>If COVID-19 is confirmed, contaminated areas will be isolated for 72 hours minimum or an External contactor will be contacted to carry out sanitisation of all infected areas.</p> <p>All children's absences will be recorded and noted if suspected or confirmed case of COVID-19.</p> <p>All staff and parents will be notified of any confirmed outbreaks of COVID-19 through phone trace and track.</p>		
Maximising use of Outdoor Spaces	Staff Children Parents	Transmission of COVID-19 into the setting through children mixing with other children from different households.	Medium	<p>Children are offered various outdoor activities and are to use outdoor spaces as much as possible.</p> <p>Physical distancing measures must continue between children and staff outdoors.</p> <p>Handwashing will be enforced when moving from outdoors to indoors.</p> <p>Parents will be responsible for ensuring children arrive with suitable clothing for all weathers including head coverings and waterproofs for children to change into themselves under supervision where required.</p> <p>Parents will be responsible for ensuring children arrive with sun cream applied and must provide their own supply for the children to reapply themselves under supervision where possible.</p> <p>Children will be encouraged to take part in the outdoor activities planned by staff including the use of areas around the GSC.</p>	Medium	Ongoing until next release of government guidance.

Provision of Meals and Snacks	Staff Children	Transmission of COVID-19 into the setting through unorganised eating arrangements.	High	<p>Children must wash their hands before and after handling food.</p> <p>Children to stay in designated eating areas.</p> <p>Set snack times will be implemented.</p> <p>Outdoor environment will be used where possible for meals and snacks.</p>	Medium	Ongoing until next release of government guidance.
Evacuation Procedures	Staff Children Parents	Transmission of COVID-19 into the setting during an emergency evacuation.	High	<p>Current evacuation procedure.</p> <p>Evacuation to include social distancing measures with separate muster points for each School group.</p>	Medium	Ongoing until next release of government guidance.
Settling-In	Staff Children Parents	Transmission of COVID-19 into the setting during settling-in visits.	Low	<p>No onsite tours will be carried out, however an outdoor meeting with the manager away from the setting can be arranged if required whilst adhering to social distancing.</p> <p>Welcome packs will be emailed to all new starts with all relevant information including details of the new one-way system and any other temporary measures relating to COVID-19.</p> <p>Appropriate visuals will be clearly displayed for parents and children within the setting and will be cleaned regularly.</p>	Low	Ongoing until next release of government guidance.
Transportation	Staff Children Parents	Transmission of COVID-19 into the setting whilst transporting children to and from school and during trips and outings.	High	<p>Current minibus accident procedure.</p> <p>Current trips and outings policy.</p> <p>The Bus driver and staff will be required to wear face masks when working in close proximity.</p> <p>No trips will be permitted until further notice.</p> <p>Parents will not be permitted to enter the building.</p>	Medium	Ongoing until next release of government guidance.

				<p>Socially distanced waiting areas will be marked outside the side door to the playroom where staff will collect/ drop-off children from/to their parents.</p> <p>Children will be taken to wash their hands before joining their School group.</p> <p>Where social distancing between parents and staff is not possible, staff must wear a face mask and wash their hands once the child is safely in the service.</p>		
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Date: 11th August 2020

Manager's Signature:

A Harwood

Employee's Signature:

D Menzies

S Beverley

H Taylor