

RISK ASSESSMENT FOR:	Covid-19 Return to School	
Establishment: Smarties Out of School Club	Assessment by: Michelle Wilson Georgina Dowley	Date: 24/1/2022
Review Date Due: 21st Feb 2022 Working document to follow any changes to official guidelines immediately	Manager Approval: Michelle Haley Committee Approval: Victoria Hutter	Date: 24/1/2022



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Controlled Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Fire	Everybody in attendance at the setting	Death	<ul style="list-style-type: none"> In the event of the fire alarm sounding a member of staff will escort all children calmly out of the building via the nearest safe fire exit to the meeting point on the field perimeter gate on the left-hand side A second member of staff will check the building is empty, collect the register and join the group at the meeting point. Register will be taken. Follow Smarties fire procedure depending on outcome of the fire alarm. Nobody to enter the building until given permission. 	Y	Y
First Aid	Everybody in the setting	Injury or Death	<ul style="list-style-type: none"> Where possible children will administer their own first aid (i.e. small grazes, holding ice pack to bumps) Upon serious injury a staff member will administer first aid in gloves If necessary, call an ambulance and then the parent Follow Smarties procedure 	Y	Y
Safeguarding	Children in the setting	Abuse	<ul style="list-style-type: none"> Safeguarding policies remain the same for Covid-19. Refer to Smarties policies and procedures and follow. Staff continue to be vigilant of any known vulnerable children who may be returning from isolation due to covid or prolonged absences. 	Y	Y

Spreading of Germs	Staff, Children, Parents and Visitors	By contracting viruses	<ul style="list-style-type: none"> • To promote self-hygiene for children will have tissues and bin with a lid to promote the 'catch it, kill it, bin it' campaign. Staff will empty the bins frequently. • Hand washing – Staff to always ensure continuous supply of soap and hand sanitiser available ensuring children use at appropriate times. Staff, visitors, and parents reminded to wash hands regular. • In addition to official cleaning. All surfaces and high usage areas to be wiped using disposable cloth and disinfectant. • Parents not to enter building unless by appointment. Children to wash hands on entry. Staff will monitor regular handwashing. • A member of staff from the primary school will drop off all children after school to our setting. • All crockery and utensils will be washed daily in a dishwasher at a high temperature. • Where possible and safe to do so doors and windows will be open for ventilation.CO₂ detectors are used to ensure there is sufficient ventilation. If the detectors sound an alarm, then staff will ensure further ventilation to meet requirements. • Cancel for non-essential visitors where appropriate. 	Y Y Y Y Y Y Y	Y Y Y Y Y Y
Staff Absence	All Staff, Children, Parents and Visitors	Reduction in staff ratio	<ul style="list-style-type: none"> • Management to liaise with staff to identify concerns, personal circumstance, and health status. • Monitor staff situation in order to plan that ratio is always adhered to. 	Y Y	Y Y
Protection of all Children	Children	Increased exposure to virus or possible contaminated people	<ul style="list-style-type: none"> • Continually update parents with updated and correct advice • Ensure an additional risk assessment is completed for a child with EHCP • Smarties reserves the right to refuse entry to the building to anyone displaying symptoms to protect the setting. 	Y Y Y	Y Y Y

When a child or Staff becomes Symptomatic	Anybody with access to the setting	Possibility of testing positive for Covid-19	<ul style="list-style-type: none"> • When a child develops symptoms of coronavirus whilst in the setting, they will be made comfortable in the office with a member of staff and away from other children. • Parents/Carer will be notified immediately and asked to collect their child. • Advise parents to have their child tested for Covid-19 and inform Smarties of the outcome. • If a child appears to be generally unwell whilst in the setting parents/carers will be contacted to collect their child to help stop the spread of germs. • Parents/carers have been advised to have an emergency contact available for each session that their child attends if they cannot get to the setting within fifteen minutes of us contacting them. • If a child/member of staff test positive Lateral or PCR, parents will be informed regarding following government guidelines if they have come into close contact and up to date advice. • If a child, parent, carer, or member of staff tests positive to Covid-19 contact NHS track and trace and local Public Health England (PHE HPT) See displayed poster for step by step guidance displayed in office. 	Y Y Y Y Y Y Y	Y Y Y Y Y Y Y
Setting Closure	All Children	Expose vulnerable children to potential harm	<ul style="list-style-type: none"> • Identify vulnerable children • Ensure relevant professionals are advised of closure to ensure consistent support is available to families • Upon closure ensure Designated CPs contact details are made available to all staff, families, and professionals. • Ensure all staff have clear guidance as to the procedures they should follow if they have concerns about a child whilst the setting is closed. 	Y Y Y Y	Y Y Y Y

Inadequate information and Communication	Everyone	Poor information leads to a higher risk of contamination and spread of disease	<ul style="list-style-type: none"> Monitoring national advice and guidelines daily 	Y	Y
			<ul style="list-style-type: none"> Monitoring our own setting daily 	Y	Y
			<ul style="list-style-type: none"> Recording all staff and children absences – dates and detail 	Y	Y
			<ul style="list-style-type: none"> Contacting and updating parents and families regularly 	Y	Y
			<ul style="list-style-type: none"> Showing transparency 	Y	Y
			<ul style="list-style-type: none"> Maintaining confidentiality where appropriate 	Y	Y
Security of the Building	Children in the Setting	Security Breach	<ul style="list-style-type: none"> Whilst the keypad of the front and inner front doors is disabled, the front door will always remain locked. A discussion will take place with all children to explain that they must never under any circumstances touch/open the door or let anybody in including their own parents. 	Y	Y
			<ul style="list-style-type: none"> When their parent/carer arrives to collect them, they will be escorted by a member of staff to the front door with all their belongings. 	Y	Y
			<ul style="list-style-type: none"> Ratio of staff will always enable one member to be supervising the area of the room by the front inner door. 	Y	Y
			<ul style="list-style-type: none"> Once all children arrive at the OSC with a member of staff from the primary school via the back door, this will remain locked unless children are playing outside on the playground where a member of staff will be supervising them at all times 	Y	Y

Additional Control Measures	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
Take into account local/individual circumstances including changes such as working practices, equipment, staffing levels and closure of setting				
It is not possible to lower risk further. Benefit of opening the setting during the pandemic outweighs the risk. Risk assessment will be reviewed, at the beginning of every half-term and more frequently if required.	Michelle Haley Management Committee	Immediately – already in place from previous RA or actioned on 24 th Jan	Immediately – already in place from previous RA or actioned on 24 th Jan	MEDIUM (M) Possibility of significant injury or over 3-day absence occurring
DATE OF REVIEW:	COMMENTS:			
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RESIDUAL RISK RATING		ACTION REQUIRED		
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring		The activity must not take place at all. You must identify further controls to reduce the risk rating.		
HIGH (H) Possibility of fatality/serious injury occurring		You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team		
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring		If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.		
LOW (L) Possibility of minor injury only		No further action required.		