

Walker Children's Club Risk assessment Covid 19

Company name: WCC

Assessment carried out by: WCC Management

Date assessment was carried out: August 2023

This risk assessment reflects and should be read in conjunction with government guidance.

System of controls *(still in place despite relaxed Covid guidance)*

This is the set of actions settings must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by encouraging that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process/ local PH.

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Premises after prolonged closure (Lockdown)	Children and staff may be affected by effects of prolonged closure from infections in water systems.	Daily and weekly safety checks. Hall is cleaned every day by cleaning company.	To ensure water systems are flushed out as recommended by Office for Health Improvement & Disparities /Uk Security Health Agency guidance, on prolonged building closure. Deep cleansing of premises prior to opening. Deep cleansing of toys to be used and of food serving equipment.	Cleaning company organised by School	Beginning of each term	August 2023
Children collected from School and transported to the club	Children getting lost or not signed in.	Links with teacher and walkie talkies for communication. Head counts and register taking. Collect children from the designated post and	Streamline procedure as more children start to attend.	WCC Staff School staff	Ongoing	Ongoing

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		Continuous liaising with school staff will help manage risks. Children are signed in and asked to sit in an orderly way till all children arrive. Head count before walking to the after-school club hall. Staff member at the front of the children and one at the end.				
Children collected from the after school club by parents	Children if collected by the wrong person	Locked gates/doors and electronic booking system used to verify collectors' identity. Password system in place for new collectors not known to staff. Staff sign out children. If no password received, staff will contact parents to confirm the identity of the collector	Keep collector lists updated by sending regular reminders to parent to provide most recent details		Ongoing	Ongoing
Hygiene Hand washing Toys	Children and staff from bacteria including Covid Infection	We have robust cleaning procedures. The hall pinch points are wiped down with antiseptic spray or wipes. Areas include	Remind children regularly and ensure there are adequate supplies of hand wash	Staff	Ongoing	Ongoing

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		doors, toilets and sinks. Kitchen area and tables have always been cleaned before and after use. Children encouraged to wash hands upon entering the building before snack and after using the toilet. Paper towels for drying are available. See general risk assessment.				
Moving around the building, slips trips and falls	Children and adults	Space is utilised to ensure children have adequate play areas. Use of 2 rooms facilitates this. Signs on display reminding stair safety, youngest children supervised going upstairs.(Walker Hall)		Club Coordinator supported by staff	September 2022	Ongoing
Room Layout Ventilation Outdoor play	Children and staff from Covid 19 and other infections	Still ventilating the room and maintaining daily cleaning processes. Outdoor play is daily	.As the weather gets colder, an assessment will be made on the need for windows to be open by measuring the room temperature	Staff	September 2022	

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First Aid Trips and Slips Covid Symptoms Personal/intimate care PPE	Children and Staff Cuts and bruising from trips and falls, including head bumps. Covid 19 or other infectious symptoms affecting staff or children. Guidance poster on display, identifying infection control. Children who soil themselves, must be helped to be cleaned if they cannot manage alone.	Almost all WCC staff have first aid training and there will always be a first aid trained member of staff on site at all times. See first aid and intimate care policy. Parental permission required to assist with intimate care if it is needed on a regular basis. (SEND younger children)	Parents will receive clear information, regarding NOT sending in children who have a high temperature, vomiting or diarrhoea, adhering to the 48 hour exclusion policy. First aid will be carried out as usual by the staff member. If infectious illness is suspected, including Covid, One staff member will stay with the child, using PPE, away from the other children, until they are collected by their parents.	Staff Club coordinator to provide adequate supplies of PPE	September 2022	Ongoing
Food safety	Children and staff. Allergic reactions, food poisoning.	All Staff have complete food safety/allergen awareness course	Staff will serve food to children. Supervision at all times to ensure children wash hands before and after	Staff	September 2022.	Updated August 2023

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		recently. We abide by the guidance from Food standards agency (FSA) Cleanliness and hygiene (staff and children), storage facilities, not sharing food or drinks. Refrigeration. List of dietary requirements. See existing policy for food hygiene	meals. Staff supervision to ensure food is not shared. Greater spacing between children during snack times. Only one member of staff will prepare snack, whilst numbers of children are low. Staff will explain to children that this way of snack is a temporary measure, as they are used to serving themselves. Fresh water will be available at all times. Children now do basic cooking activities and dough play, with their own resources. We will re-introduce children being able to serve their own snack			
Vulnerable Children Mental Health and wellbeing. Ethnicity SEN	Children and staff from anxiety during pandemic and beyond	As guidance for Covid has now been relaxed Risk assessments in conjunction with parents and carers is implemented. Staff receive regular support from line management.	Communicating with parents about risks involved with children who have underlying medical conditions, reiterating that they should not be allowed back to the club without medical approval. Providing all parents with an opportunity to communicate their personal	Club Coordinator Staff with parental support. Sharing risk assessment	September 2022	Ongoing

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		Separate risk assessments for children with SEN	preferences for their children, by way of surveys and direct messaging. Activities to be planned to promote mental health well-being. Team training undertaken with Winston's Wish in Feb 2021:	s with school staff		
Sharing of premises with other users.	Children, Staff and other adults. Covid contamination and other infections	Deep clean prior to opening of all communal areas after the extended closure. Strict labelling of cupboard spaces and sectioning off stored resources with labels to ensure they are not touched by other groups. Storage of refrigerated good to be secured in closed storage boxes and labelled accordingly. Not leaving any opened food or drink in the fridge, i.e., open milk cartons. Strict time delay between group sessions to eliminate any cross	Review if new groups are scheduled to use the premises	Cleaning company Nursery staff, WCC Staff	Currently WCC Southgate has sole use of the hall. Prince of Wales is used by other children and staff during the day and cleaned at	

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		over. Current arrangement with evening users on Wednesday to be managed as indicated below. Communication book to alert other hall users of any incidents. Contacting Landlords immediately about any concerns or incidents. We would expect communication to be shared between any users. This procedure will be updated to avoid unnecessary contact with others (no other hall users after WCC session). Our risk assessment will be shared with other users prior to opening.			2::30 each day	

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That a lack of first aiders/ trained DSLs/ SENCOs/ staff means that the necessary provision cannot be maintained	Staff and children at risk from lack of suitable support	Most staff first aid trained and at least one staff member will be present. School staff are available for support should the need arise. To ensure we have adequate support from the school staff, should we need it. Regular communication is ongoing with the Heads of both of our school. Additional staff member has carried out advanced child protection training in July 2021.	Ongoing safeguarding training for all staff by way of quizzes and scenarios to complete. Arrange more staff to do advanced child protection training.	Club Coordinator Support from Head of Walker , Honilands and Prince of Wales schools	Ongoing	Ongoing
Fire Break out	Children staff and other adults. Burns, smoke inhalation, trips and falls, children or adults left behind	Regular fire drills Fire blankets and extinguishers Maintained by schools Registers and first aid taken during fire drills.	Constantly review procedures	All staff	Ongoing	Ongoing

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Dangerous or unwanted visitors	Children, staff and other adults if intruder intends to harm children	Lockdown practices carried out at least 2 times a year	Constantly review procedures	All staff	Ongoing	Ongoing