

Name of setting:	School's Out Henleaze	Date of this risk assessment: Version: 13	14.12.21
Risk being accessed:	This risk assessment will assist SOH in managing the risk of Coronavirus (Covid-19) in the setting.		
Aim:	To support the health and safety of all children, families, staff and visitors.		
Risk assessment to be reviewed on:	In line with Government Guidelines.	Guidelines: Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak Guidance for full reopening Schools Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) COVID-19: cleaning in non-healthcare settings: Here https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings	
What are the main methods of limiting the transmission of Coronavirus (COVID-19) SOH:	<ol style="list-style-type: none"> 1. Infection prevention and control through frequent hand cleaning and good respiratory hygiene practices 2. Infection prevention and control through regular cleaning practices and adequate ventilation 3. Infection prevention and control through minimising contact and mixing, and staffing arrangements 4. Infection prevention and control by testing and vaccination 		
People at Risk:	Staff Vulnerable Groups Children Parents & carers	Visitors Contractors	Building size and Description: The hall. Another hall during winter. Two playgrounds. Toilets and foyer area.

Coronavirus (COVID-19) protective measures risk assessment

1. Frequent hand cleaning and good respiratory hygiene practices

What is the Hazard: Risk of Covid-19 transmission through poor hygiene practices			
Control measures <small>Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.</small>	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Cleaning/washing hands regularly	<p>Upon entry to the building; staff, parents, carers, children and visitors must wash hands or use hand sanitiser.</p> <p>Hand washing facilities with running water are in place and fully stocked with soap. Everyone is reminded to wash hands more often and for 20 seconds with running water, soap and dry hands thoroughly.</p> <p>Staff teams will supervise young children to ensure they wash their hands more frequently and thoroughly and remind them to wash their hands more often throughout the session, for example mid-morning during holiday club and before eating.</p> <p>Everyone is encouraged to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>We will remind everyone to cover their mouth and nose with a disposable tissue (not their hands) when they cough or sneeze and throw the tissue straight away in to the nearest hands-free bin.</p> <p>Staff teams will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	We will use signs and posters (for adults and children) to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching the face and to cough or sneeze into a tissue which is binned safely.	<p>The manager will check that there is soap available at the start of each session.</p> <p>All staff are informed that everyone must wash hands upon entering the building, there is a poster displayed too.</p>

What is the Hazard: Risk of Covid-19 transmission through poor hygiene practices

Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above? Yes

What is the risk rating: Medium

2. Regular cleaning practices

What is the hazard: Risk of Covid-19 transmission through poor cleaning practices			
Control measures	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.			
Surface cleaning	Frequent cleaning of objects and surfaces that are touched regularly, such as toilet door handles, intercom system, walkie talkies, chairs, sinks, and toilets using our regular cleaning products.	We will follow the guidelines: COVID-19: cleaning in non-healthcare settings	All staff that are on duty that day.
Adequate ventilation	We will ensure that our setting is well ventilated naturally, through open windows/doors where safe to do so, to help reduce the concentration of the virus in the air, which reduces the risks from airborne transmission.	Ventilation and air conditioning during the coronavirus (COVID-19) pandemic	
Sanitation/waste	Lidded/touch free bins will be stationed in the hall, and the toilets. We will dispose of routine waste as normal, placing any used cloths or wipes in waste bins.		All staff

Toilets	We will clean frequently touched surfaces regularly in line with our staff cleaning schedule. All sites include running water, liquid soap and paper towels.		All staff
Kitchen	<p>We have in place stringent hygiene practices, in addition, anyone handling food should wash their hands often with soap and water for at least 20 seconds before and after handling food. Staff will clean touched surfaces regularly.</p> <p>Staff should follow good hygiene practice by washing hands after handling any outer food packaging.</p> <p>We will follow our usual food hygiene practices when handling and eating raw fruit, leafy salads and vegetables. This includes washing fresh produce to help to remove any contamination on the surface. Peeling the outer layers or skins of certain fruits and vegetables can also help to remove surface contamination.</p>	<p>https://www.food.gov.uk/business-guidance/industry-guides-to-good-food-hygiene</p> <p>Guidance for food businesses on coronavirus (COVID-19)</p>	
Cleaning after an individual with symptoms of, or confirmed COVID-19 has left the setting	<p>Areas where a person has passed through and spent minimal time (not visibly contaminated) will be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, toys and resources.</p> <p>We will use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</p> <p>Waste</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are know. 	<p>COVID-19: cleaning in non-healthcare settings outside the home</p> <p>This Waste should be stored safely and kept away from the children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste.</p>	All staff

What is the Hazard: Risk of Covid-19 transmission through poor cleaning practices

Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above? Yes

What is the risk rating: Medium

3. Minimising contact and mixing and staffing arrangements

What is the Hazard: Risk of Covid-19 transmission through close contact with others			
Control measures	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.			
Shielded and clinically vulnerable children and young people	Children previously considered clinically extremely vulnerable (CEV) should attend their setting and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.	To follow the medical advice obtained from parents and doctors, if necessary.	Manager
Shielded and clinically vulnerable adults	Staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have. (You may wish to conduct a personal risk assessment for each staff member)	We will encourage the safe social distancing practice to avoid risk of infection and offer the safest available onsite roles if, for example, a member of staff was unable to work from home who falls into this area.	Manager

Staff who are pregnant	<p><u>Coronavirus (COVID-19): advice for pregnant employees</u> <u>Coronavirus infection and pregnancy</u> Check that control measures here are following the latest guidance. You may want to conduct a personal/individual risk assessment for these groups. The workplace risk assessment should consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers</p>		Manager
Volunteers, student placements and agency staff.	Volunteers will be kept to a minimum, and they will adhere to the system of controls within this risk assessment.		Manager
Drop off/pick up times	<p>We will use emails and signage at entry points to remind parents, carers, children or any member of the household that if their child has symptoms of Covid-19 (high temperature or a persistent cough) they will not be allowed to stay at the setting.</p> <p>Parents will contact us from outside the building when they are ready to collect their child. We will continue to limit parents entering the building.</p>		All staff.
First aid	<p>Disposable gloves and face masks are available and recommended when administering first aid.</p> <p>Additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</p> <p>If giving mouth-to-mouth ventilation in asphyxia arrest, a resuscitation face shield is available.</p>	COVID-19: guidance for first responders	First aiders
Lunches/breaks	Where possible we will encourage staff to stay outdoors for lunch and break times. In cold/ wet weather Jenny will designate a suitable indoor space for use.		All staff

Building/premises	All areas will be kept well ventilated by keeping windows open.		All staff.
Meetings	In person meetings will either be held outside or in a well-ventilated area. If this is not possible, meetings will be held virtually.		All staff and committee members.
Visitors	Visitors will be asked to wash hands on arrival. Visitors will only be allowed in the building with permission from a manager. We will ask visitors and contractors to do a lateral flow test before arriving at the premises. During an outbreak or increased prevalence of Covid all visitors will be stopped.		All staff.
Play activities/curriculum	We will continue to offer and encourage outdoor play.		All staff
Face coverings for adults	In our setting, we recommend that face coverings should be worn inside the premises. Face coverings do not need to be worn when outdoors		All staff
Operating pods	It is not currently necessary to maintain small groups of children. Children will be encouraged to keep a safe distance from their peers. We will keep up-to-date records of children attending our setting for at least 21 days.		Manager
Wellbeing	Management will promote mental health & wellbeing awareness to staff, children and families during the Coronavirus outbreak and will offer whatever support they can to help. Every Mind Matters - NHS (www.nhs.uk)		Manager and Management Committee.

What is the Hazard: Transmission of Covid-19 through close contact with others

Is the hazard adequately controlled by implementing the social distancing control measures detailed above? Yes

What is the risk rating: Medium

4. Individuals who are unwell/avoiding contact with anyone with symptoms

What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell			
Control measures	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.			
Recognising the symptoms of coronavirus	<p>Ensure that all staff recognise the signs of Coronavirus.</p> <p>The main symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough and a loss or change to your sense of smell or taste.</p>	<p>Main symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>Staff to be made aware of covid-19 through training and meetings.</p> <p>Ensure staff are kept up to date with signs of variants</p>	All staff.
Protective personal equipment (PPE)	PPE should be worn by staff caring for a child who becomes unwell and while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).	We will ensure that we have adequate staff ratios should a staff member become ill during the session. The	All staff.

	<p>Reference to PPE in the following situations means:</p> <ul style="list-style-type: none"> - fluid-resistant surgical face masks (also known as Type IIR) - disposable gloves - disposable plastic aprons - eye protection (for example a face visor or goggles) <p>Wash hands with soap and water for 20 seconds after all PPE has been removed</p> <p>COVID-19: personal protective equipment use for non-aerosol generating procedures</p> <p>We will follow the correct instructions for putting on and taking off personal Protective Equipment (PPE).</p>	<p>staff member will be sent home immediately and adequate cleaning will be maintained.</p>	
<p>An adult develops symptoms of coronavirus whilst on the premises</p>	<p>If an adult becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the staying at home guidance.</p> <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on getting tested, self-isolation and not return to work until their period of self-isolation has been completed. <p>Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Full guidance on what to do if someone develops symptoms of Covid-19 can be found here: Coronavirus (COVID-19): Education, universities and childcare - GOV.UK (www.gov.uk)</p>	<p>All staff to be made aware of the procedure should they become unwell.</p>	<p>All staff</p>

<p>If a child develops symptoms of coronavirus whilst on the premises</p>	<p>If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the guidelines.</p> <p>If a child is awaiting collection, they should be moved, if possible, outdoors or to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. If indoors, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Coronavirus (COVID-19): Education, universities and childcare - GOV.UK (www.gov.uk)</p> <p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</p>	<p>.</p>	<p>All staff</p>
<p>Responding to symptoms of Covid-19 and self-isolation</p>	<p>Children, staff and other adults must not come into the setting if they have symptoms, they must</p> <ol style="list-style-type: none"> 1. Get a PCR test (test that is sent to a lab) to check if they have COVID-19 as soon as possible. 	<p>Responding to symptoms of Covid-19 and self-isolation</p>	<p>All staff</p>

2. Stay at home and do not have visitors (self-isolate) until they get their test result – only leave home to have a test. [Check if people you live with need to self-isolate](#).

They must self-isolate if:

- they test positive for COVID-19
- someone they live with has symptoms or tested positive (unless they are not required to self-isolate)
- they have been told to self-isolate following contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)
- they need to quarantine when arriving in England from abroad. [Check the quarantine rules when entering England on GOV.UK](#)

When people do not need to self-isolate

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a lateral flow test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- under 18 years, 6 months old
- taking part or have taken part in a COVID-19 vaccine trial
- not able to get vaccinated for medical reasons

	<p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p> <p>Even if you do not have symptoms, you're strongly advised to:</p> <ul style="list-style-type: none"> • follow advice on how to avoid catching and spreading COVID-19 • consider limiting contact with people who are at higher risk from COVID-19 <p>Unvaccinated people must self-isolate for 10 days if identified as a close contact.</p>		
Response if a case of COVID-19 is confirmed at the setting	<p>We will defer to the NHS test and trace process if anyone within the setting is confirmed to have coronavirus (COVID-19). We will contact our local PHE health protection team and Bristol City Council if we have a confirmed case.</p> <p>We shall inform Ofsted should we receive confirmation of a confirmed case of Coronavirus in the setting.</p> <p>As a childcare/education setting we do not need to routinely contact the NHS Self Isolation Service Hub to provide details of close contacts when a staff member tests positive, this is because close contacts in childcare/education settings are being identified by NHS Test and Trace. However, to ensure eligible individuals identified as a close contact can access Test and Trace Support Payments, we may consider providing staff details to the NHS Self Isolation Hub</p>	<p>To do this, we (the employer) will need to provide the 8-digit NHS Test and Trace Account ID (CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts</p>	Manager
Testing and tracing	<p>Staff should continue to test twice weekly at home, with rapid lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged.</p>	<p>Public Health Protection team South West Centre HPT (Bristol) 2 Rivergate</p>	Manager

	<p>Anyone who displays symptoms of coronavirus (COVID-19) at School's Out Henleaze will need to book a PCR test. A test can be booked on the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119.</p> <p>We will continue to keep records of which staff and children attended each session.</p>	<p>Temple Quay Bristol BS1 6EH Telephone 0300 303 8162 (option 1, then option 1) Out of hours advice 0300 303 8162 (option 1)</p>	
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What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell

Is the hazard adequately controlled by implementing the social distancing control measures detailed above? Yes

What is the risk rating: Medium

Risk assessment method of circulation			
Staff: Emailed and printed out.	Parents and carers: Directed to website	LA/Ofsted: Website	Other: Shared with HIS

Risk assessment completed by		
Name: Jenny Tighe	Role: Manager	Signature: JMTighe

Risk assessment authorised by		
Name: Jenny Tighe	Role: Manager	Signature: JMTighe