



## The Cabin Crew Out of School Club

### Covid-19 Risk Assessment for re-opening September 2020

#### To help control the virus we should all:

- stay at home as much as possible
- work from home if you can
- limit contact with other people
- keep your distance if you go out (2 metres apart where possible)
- wash your hands regularly
- not leave home if you or anyone in your household has symptoms.

This risk assessment has been written to minimise the risks when we re-open the club to families from 3<sup>rd</sup> September 2020.

It is a working document and will be subject to regular review.

This risk assessment has been written with reference to the following guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

**LT = Leadership Team – Heather, Lynne N and Amy**

**BMT = Behaviour Management Team – Lynne N, Heather**

Activity or task and/or Hazards	Initial Risk L/M/H	Proposed control measures	Resultant Risk L/M/H	Who is responsible ?
Safe entry and exit to school site	H	As previously advised on School risk assessment: <ul style="list-style-type: none"> <li>• Designated entrance gates for different groups</li> <li>• Separate entrance and exit gate for the majority on KS1 playground.</li> <li>• Separate marked path to enter and exit via Roundwood Road gate (parents to walk down the path from the railings rather than the edge of the car park to ensure that can be seen by those waiting to come out)</li> <li>• Hand sanitising station to be provided at entrance point – club gate, as a required first step for all individuals on arrival at the club.</li> <li>• Parents encouraged to implement social distancing and avoid gathering together at the club gate</li> </ul>	L	LT/Staff
Signage and marking out of routes/circulation	M	<ul style="list-style-type: none"> <li>• Designated routes to be marked on path to demarcate routes and direction of travel to club.</li> <li>• 2m markings on path, reminders not to stop and talk and to walk on the left.</li> </ul>	L	LT
Payment of fees	H	<ul style="list-style-type: none"> <li>• Families are asked to pay fees via bank transfer if possible. If payments are made in cash parent would be asked to place cash in an envelope and receipts would be issued by AB after a holding term has been completed e.g. 72 hours</li> </ul>	L	AB/Parents

<p>Breakfast Club – Childrens arrival at the club – from home</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Arrivals by car/car park entrance – follow path to Club gate, walking on the right.</li> <li>• Departures by car/car park entrance – follow path from club gate, walking on the left.</li> <li>• Only one parent to drop off and collect child</li> <li>• Parents to leave children at the gate. Staff member to meet children at the gate and sign child in. Same staff member on the 'book' for session, use own pen, clipboard.</li> <li>• Reluctant children to be persuaded to enter by their families (no close contact between staff and child to persuade them to come into the club. Parent not permitted to come into the club to persuade child to stay).</li> <li>• If a child refuses to go to school and cannot be persuaded by staff, parent will be contacted to take the child home.</li> <li>• staff to disinfect gate buzzer regularly throughout the session.</li> <li>• staff to remind children to maintain safe distancing approaching the club, children to wait and enter one at a time. Children to wash hands upon entry to club.</li> <li>• External doors to be propped open unless this presents an additional health and safety issue.</li> <li>• Internal doors to be propped open unless this presents an additional health and safety issue.</li> <li>• At end of session, sign in sheet to be placed in plastic wallet and anti-bac. Wallet to be placed in folder which is disinfected after use.</li> </ul>	<p>L</p>	<p>LT/Staff/ parents</p>
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<p>Afterschool Club. Childrens arrival at the club – from school.</p>		<ul style="list-style-type: none"> <li>• Key Stage 1 (Years R, 1 and 2) - staff to wait in playground for children – co-ordinate with school regarding staggered pick up times.</li> <li>• Key Stage 2 (Years 3,4,5,6) – children to walk to club independently, staff to remind children about 2m rule.</li> <li>• Key Stage 1 children to enter club through main middle room door which will be propped open unless this presents an additional health and safety issue. Children to wait and enter one at a time.</li> <li>• Key Stage 2 children to enter club through end door which will be propped open unless this presents an additional health and safety issue. Children to wait and enter one at a time.</li> <li>• Children to wash hands upon entry to club.</li> <li>• Children to be signed in by same staff member for session, using own pen and clipboard. – staff member to stand outside main door.</li> <li>• Numbers to be added to whiteboard by ‘book’ staff member using own pen. Pens to be removed from whiteboard area when not in use.</li> <li>• External doors to be propped open unless this presents an additional health and safety issue</li> <li>• Internal doors to be propped open unless this presents an additional health and safety issue.</li> <li>• At end of session, sign in sheet to be placed in plastic wallet and anti-bac. Wallet to be placed in folder which is disinfected after use.</li> </ul>		<p>Staff</p>
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Social distancing for all groups attending the club.	H	<ul style="list-style-type: none"> <li>• Principle of 'bubbles' adopted across the club. A bubble is a designated small group of staff/pupils who will stay together whilst they are in the club but whenever possible will remain physically separated from other bubbles (and individuals from other bubbles)while they are in the club. Children will keep in these bubbles whenever they are in the club to ensure contact ratios are kept as small as possible.</li> <li>• Designated rooms, entrance / exit points and toilet facilities for the different groups.</li> </ul>	L	LT
Social distancing in rooms.		<ul style="list-style-type: none"> <li>• Rooms to be cleared of unnecessary furniture and equipment to enable social distancing to be maintained. Tables / activities will be spaced as far apart as possible</li> <li>• Rooms to be well ventilated. Individual air conditioning units operate in each room. Additional ventilation maintained wherever possible by securing open doors and windows before the start of the session.</li> <li>• Playleaders to plan play activities outside as much as possible. Indoor activities kept to a maximum 15-minute duration where possible.</li> <li>• Use labelling/signs to indicate how many children can access an activity at any one time.</li> <li>• Staff should, wherever possible, not lower themselves to respond to children at their height.</li> <li>• Staff to maintain physical separation as much as possible.</li> </ul>		Staff
Social distancing – children		<ul style="list-style-type: none"> <li>• Children will be outside as much as is possible during the session. Activities and resources will be set up for each bubble, mixing of bubbles will be avoided</li> <li>• Rooms to be well ventilated. Individual air conditioning units operate in each room. Additional ventilation maintained wherever possible by securing open doors and windows before the start of the session.</li> </ul>		Staff

		<ul style="list-style-type: none"><li>• Each child will be given their own equipment pack in an individual wallet. No sharing of equipment such as pens, scissors, glue etc.</li><li>• All individual equipment will be stored in group boxes, these will be taken out and placed on the craft tables. Children can collect their wallets and carry with them to use inside or outside. The child will then take the wallet back to the craft table before going home. A staff member from their bubble will disinfect the wallet before placing back in the storage box.</li><li>• Coats and bags will be placed in the room to which the child has been assigned. In the middle room coat pegs will be used, with at least 1 peg remaining unused between bags/coats, to ensure items are not touching. In the end room arrangements for coats and bags will be made prior to return.</li><li>• Children have been reminded by the school that they should not bring any non-essential items to school and they should bring essential equipment in a backpack.</li><li>• Children should not bring their own toys to the club.</li><li>• Catch it, bin it, kill message will be promoted supported by the provision of tissues and lidded pedal bins in each room.</li><li>• Children will enter and leave their assigned room by the door in that room.</li></ul>		
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Social distancing at snack times.	H	<ul style="list-style-type: none"> <li>• Designated snack times for different bubbles.</li> <li>• Children to bring own drink bottle to the club. Water jugs will not be available.</li> <li>• Key stage 1 snack to be served and eaten in the middle room. Key Stage 2 snack to be served and eaten in the end room.</li> <li>• Bubbles will not be allowed to mix during snack times.</li> <li>• 2m marking in room for children waiting to collect their snack.</li> <li>• Snack to be delivered to end room by trolley.</li> <li>• Cutlery will be given to children with their meals rather than being placed on the table</li> <li>• Children to be spaced safely around the tables when eating.</li> <li>• Snack to be eaten outside whenever possible. Tables to be disinfected after each use.</li> <li>• Children will be instructed to wash their plates and cutlery in a bowl of warm soapy water before placing in the tub for the catering assistant to load into the dishwasher and cleaned on a standard wash cycle.</li> </ul>		LT Staff
Planning and activities		<ul style="list-style-type: none"> <li>• No cooking or food related activities</li> <li>• No indoor singing</li> <li>• No shared use of blown musical instruments such as recorders</li> <li>• Indoor physical activities – children must be 2 m apart</li> </ul>		LT/ Playleaders

Compliance / unsafe behaviour - children	H	<ul style="list-style-type: none"> <li>Individual risk assessments for any pupil who pose additional risk through spitting, biting etc</li> <li>Behaviour management team will discuss and arrange support strategies for children finding new measures difficult to manage, in consultation with families.</li> <li>Any child who is persistently not complying with club control measures, after support has been put in place, will be issued with a fixed term exclusion from the club. Parents will be expected to collect the child straight away.</li> </ul>	M/L	BMT LT Parents
Compliance / unsafe behaviour - staff	H	<ul style="list-style-type: none"> <li>Disciplinary action (in accordance with the club policy) will be taken against any member of staff not complying with the clubs control measures</li> </ul>	M/L	LT
Access to drinking water.	H	<ul style="list-style-type: none"> <li>Families will be asked to send their child to the club with a clearly named water bottle which can be refilled by the staff member allocated to that bubble.</li> <li>Water jugs/cups will not be available during the session unless a child arrives without a water bottle. The staff member allocated to the child's bubble will provide a drink to the child and place the cup in the dishwasher after use.</li> </ul>	L	Staff Parents
Access to toilet facilities	H	<ul style="list-style-type: none"> <li>Toilets to be as well ventilated as possible – external doors wedged open and windows open all session.</li> <li>Designated toilet facilities for each bubble i.e. KS1 will use the accessible toilet, KS2 will use the toilets in the end room.</li> <li>Only one male and one female child to use the toilet facilities at any one time. Staff to monitor toilets to ensure this happens.</li> <li>Paper towels and lidded bins will be provided.</li> <li>Additional hand washing signage to be installed.</li> <li>Children will be taught and reminded of good handwashing practice.</li> <li>There will be a hand sanitising dispenser located in the toilets</li> </ul>	M	Staff



		and assigned groups room. Children will be asked to wash hands after using the toilet and then sanitise after that.		
Clothing		<ul style="list-style-type: none"> <li>• Staff should wear clean clothing each day. Clothing will need to be appropriate for working outside in all weathers.</li> <li>• Children should wear clean uniform each day when attending school. The club does not require children to change clothes when attending the club after school.</li> <li>• Spare club clothing will not be provided unless in an emergency e.g. if a child has a 'toilet' accident.</li> </ul>		Staff Parents
Intimate care considerations	H	<ul style="list-style-type: none"> <li>• PPE masks, goggles, disposable aprons and gloves will be provided and must be worn for any intimate care provision.</li> <li>• Where possible staff should locate themselves to the side of the pupil and out of the arc of any transmission from mucus membranes.</li> <li>• Staff should wipe away from themselves</li> <li>• Intimate care will be conducted in the accessible toilet.</li> <li>• Staff should wash their hands and wrists extremely carefully and thoroughly after providing intimate care – being aware that removing gloves is difficult to achieve without contaminating yourself.</li> <li>• Any intimate care to be recorded so that where necessary contact tracing can be facilitated.</li> </ul>	M/L	LT Staff
New children and families		<ul style="list-style-type: none"> <li>• New children attending the club from September will be given the opportunity to look around the club before starting. Families will be contacted and meetings arranged. Key persons for reception children may be present with social distancing rules observed.</li> <li>• Welcome packs for new parents will also include risk assessments and information for the new term.</li> </ul>		

<p>Children attending Holiday Club –</p> <ul style="list-style-type: none"> <li>• from different schools.</li>   <li>• Lunchtimes</li> </ul>	<p>H</p>	<ul style="list-style-type: none"> <li>• Before any child attends Holiday Club a registration form and health needs / support needs form will be completed</li> <li>• LT will check with existing users for any changes of information on the registration form.</li> <li>• Support plans and measures will be put in place to support the specific needs of children and mitigate with any additional risk that is associated with them</li> <li>• Children will be allocated consistent bubbles as much as is possible whilst attending the Holiday Club</li>   <li>• Staggered lunchtimes for bubbles</li> <li>• Bubbles will not be allowed to mix during lunch / snack times.</li> <li>• 2m marking in room for children waiting to collect their snack.</li> <li>• Snack / lunch to be delivered to end room by trolley.</li> <li>• Children to be spaced safely around the tables when eating.</li> <li>• Snack / lunch to be eaten outside whenever possible. Tables to be disinfected after each use.</li> <li>• Children will be instructed to wash their plates and cutlery in a bowl of warm soapy water before placing in the tub for the catering assistant to load into the dishwasher and cleaned on a standard wash cycle.</li> </ul>	<p>L</p>	<p>LT Parents</p>
<p>Transmission through contact points</p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Contact points like door handles, taps, and any high use items which are likely to be touched by more than one person will be subject to a regular decontamination routine.</li> <li>• Doors will be propped open wherever it is safe for them to do so. Where a door needs to be closed, there will be a regular cleaning routine for the handle throughout the session.</li> <li>• Where the handle provides access to a space occupied by a single bubble only one designated staff member will open or close the doors.</li> <li>• Window openers and blinds in rooms will only be operated by a designated staff member and not by children and be subject to</li> </ul>	<p>L</p>	<p>Staff</p>

		<p>regular decontamination.</p> <ul style="list-style-type: none"> <li>• Tables and chairs will be decontaminated at the end of each session.</li> <li>• Sharing of equipment will be avoided wherever possible but when necessary this will be decontaminated after use.</li> <li>• Craft equipment such as felt pens, pens, pencils, paint brushes etc. will be given to the children in their own equipment pack in an individual wallet. These will be stored in group boxes; these will be taken out and placed on the craft tables. Children can collect their wallets then take them back to the craft table before going home. A staff member from their bubble will decontaminate the wallet by wiping with a detergent solution before placing back in the storage box.</li> </ul>		
<p>Use of shared areas Cabin Crew and Little Acorns.</p> <p>Deliveries</p>	H	<ul style="list-style-type: none"> <li>• Changes made to the schedule of the day by Cabin Crew and Little Acorns to enable non-contact hand over of shared areas.</li> <li>• Both groups to be responsible for thorough cleaning of shared areas e.g. middle room, kitchen, accessible toilet, office area after each session.</li> <li>• Cabin Crew / Little Acorns are not to enter other groups personal rooms unless in an emergency.</li> <li>• Staff members not to enter rooms when sessions taking place by other group.</li> <li>• Office use to be rota'd and used only by staff when their group is in session. Cleaning protocol to be put in place where any shared workstations are used.</li> <li>• Staff to enter building through own doors only. Cabin Crew to open up building early morning and unlock Little Acorns door, cleaning door and lock, and any touch points after unlocking.</li> <li>• Where possible, deliveries for Little Acorns to be left in shed area and collected by LA staff.</li> </ul>	M/L	LT staff

<b>Staffing</b> <ul style="list-style-type: none"> <li>Welfare</li> </ul>		<ul style="list-style-type: none"> <li>Refreshments – staff to bring own drinks in a flask/travel cup/bottle which will be kept in the area where they are working. Staff will not have access to kettle, tea, coffee etc also packed lunch and utensils if applicable.</li> <li>Staff to use toilets in the room in which they are allocated. They will inform other staff before using to ensure children are not entering at the same time. Staff to clean toilet and touch points after use.</li> </ul>		Staff
<ul style="list-style-type: none"> <li>Well being</li> </ul>		<ul style="list-style-type: none"> <li>Staff to be reminded that they potentially have higher levels of vulnerability to infection than children</li> <li>Staff need to be willing to challenge and be challenged if they are not following the control measures</li> <li>Regular consultation with staff on control measures and any adjustments necessary</li> </ul>		LT
<ul style="list-style-type: none"> <li>Clothing</li> </ul>		<ul style="list-style-type: none"> <li>Staff to wear clean club uniform each day</li> <li>Disposable aprons to be worn by catering staff and staff involved in intimate care or first aid situations</li> </ul>		
<ul style="list-style-type: none"> <li>Staff rotas</li> </ul>		<ul style="list-style-type: none"> <li>Staff will be allocated to bubbles and will remain with that bubble as far as is possible.</li> <li>Staff working in the school will be allocated to that Key Stage bubble.</li> <li>Members of staff living in the same household will be allocated to the same bubble</li> </ul>		LT
<b>Cleaning</b> <ul style="list-style-type: none"> <li>Capacity and availability of cleaning staff.</li> </ul>	H	<ul style="list-style-type: none"> <li>Changes to the schedule of the club day to allow for sufficient thorough cleaning of the club before the start of and end of, Little Acorns sessions. Each group to be responsible for the thorough cleaning of areas used during their sessions.</li> <li>Bubble staff are responsible for cleaning tables, chairs and equipment used in their areas at the end of the session.</li> </ul>	L	Staff Cleaning team

<ul style="list-style-type: none"> <li>• Stock levels for cleaning products</li> </ul>		<ul style="list-style-type: none"> <li>• Stock levels to be checked weekly and additional supplies purchased to maintain stock of cleaning products.</li> </ul>		HO AF/SF
<ul style="list-style-type: none"> <li>• Cleaning procedures during/after sessions</li> </ul>	H	<ul style="list-style-type: none"> <li>• Changes to the schedule of the club day to allow for sufficient thorough cleaning of club before next session.</li> <li>• Gloves should be worn before undertaking any cleaning activity, covering wrists where possible.</li> <li>• Hard surfaces to be wiped down with Milton each day.</li> <li>• Hard floors to be mopped daily with usual cleaning products – mops and buckets to be cleaned after use and mop heads to be changed weekly as a minimum</li> <li>• Increased frequency of hard point cleaning where designated as high contact areas</li> <li>• Increased frequency of cleaning for toilets -to include handles, catches, taps and any other high frequency contact areas.</li> <li>• Any equipment and resources used by the bubble should be decontaminated immediately where possible, or at the end of the session if not, using a Milton solution.</li> <li>• Furniture to be disinfected with Milton solution at the end of the session.</li> <li>• Disinfection logs to be completed by staff after each session.</li> </ul>	L	Staff
<ul style="list-style-type: none"> <li>• Weekly deep cleaning procedure</li> </ul>	H	<ul style="list-style-type: none"> <li>• Gloves should be worn before undertaking any cleaning activity, covering wrists where possible.</li> <li>• Deep cleaning of all surfaces including windows, ledges, doors etc as stated in cleaning log.</li> <li>• Hard floors to be mopped – mops and buckets to be cleaned after use and mop heads to be changed.</li> <li>• Deep cleaning by cleaning staff to take place at least 30 minutes after last person has left the room.</li> <li>• Cleaning logs to be completed by cleaning staff.</li> </ul>	L	Cleaning staff

<ul style="list-style-type: none"> <li>• Cleaning procedure for office</li> </ul>		<ul style="list-style-type: none"> <li>• Gloves should be worn before undertaking any cleaning activity, covering wrists where possible.</li> <li>• Desks and equipment used by Cabin Crew and Little Acorns to be cleaned after each use, ready for next group to use.</li> <li>• Touch points to be disinfected after use.</li> <li>• Cleaning products provided for use in the office.</li> <li>• Bins to be emptied after each session.</li> </ul>		Staff
<ul style="list-style-type: none"> <li>• Stock levels for cleaning and hygiene products</li> </ul>	M	<ul style="list-style-type: none"> <li>• Stock levels to be checked weekly and stocks maintained where possible. Additional supplies purchased when required.</li> </ul>		LT AF/SF
<ul style="list-style-type: none"> <li>• Safe access to and cleaning of resources</li> </ul>	M	<ul style="list-style-type: none"> <li>• Remove all unnecessary equipment from rooms and shared spaces.</li> <li>• Equipment / resources will be allocated to 'bubbles' at each session, and not shared between bubbles wherever possible. Allow 72 hours between use.</li> <li>• Equipment / resources needed by another bubble – needs to be cleaned in Milton solution.</li> <li>• Rotas for equipment / resources will be devised by staff according to planning by Playleaders.</li> <li>• Large equipment eg bikes, scooters, play area will be allocated to bubbles on a daily rota basis and cleaned thoroughly after use.</li> </ul>	L	LT Playleaders Staff
<ul style="list-style-type: none"> <li>• Premises checks and ensuring essential maintenance</li> </ul>	L	<ul style="list-style-type: none"> <li>• Additional flushing of unused water outlets will take place prior to the reopening of the club and completed weekly thereafter.</li> <li>• Fire alarm testing will take place prior to the reopening of the club and completed weekly thereafter.</li> <li>• Any professional inspections considered necessary due to the building being closed will be arranged, with every effort to ensure these are completed before the club is reopened.</li> <li>• A Health and Safety walk will be completed by AF/HO and all</li> </ul>	L	AF HO

		<p>essential checks will be completed before the club is reopened.</p> <ul style="list-style-type: none"> <li>• Club maintenance will take place on a Wednesday in between sessions when children are in school.</li> </ul>		
Visitors to the club	M	<ul style="list-style-type: none"> <li>• Essential visitors only - safeguarding / health and safety / inspections.</li> </ul>	L	All staff
Deliveries		<ul style="list-style-type: none"> <li>• Where possible deliveries arranged for in between sessions, when staff and children have left the club.</li> <li>• Access controlled by keypad gate to ensure social distancing can be maintained.</li> <li>• Ordering larger quantities to reduce frequency of deliveries if at all possible.</li> <li>• Where possible, deliveries to be left in shed area and collected by staff when contact levels are at their lowest.</li> <li>•</li> </ul>		LT Staff
Contingency response if an outbreak occurs	H	<ul style="list-style-type: none"> <li>• We will follow the guidance 'What happens if there is a confirmed case of coronavirus in a setting' as detailed in the DFE guidance <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></li> </ul>	M	LT
Immediate response if a child or staff member displays symptoms whilst in school.	H	<ul style="list-style-type: none"> <li>• We will follow the guidance 'What happens if someone becomes unwell at an educational or childcare setting?' as detailed in the DFE guidance <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></li> <li>• Isolation room</li> <li>• Family to be contacted immediately and asked to collect the child.</li> <li>• Staff member to be sent home immediately, given advise on isolation and a test arranged via HO, LN or AB</li> <li>• Staff who have close contact with a pupil prior to collection to wear PPE when they receive child, escort them into isolation room and have any contact with them prior to collection.</li> </ul>	M/L	LT Staff parents

		<ul style="list-style-type: none"> <li>Isolation room to be thoroughly cleaned after use.</li> <li>Other staff and families of children who have had close contact with individual displaying symptoms to be notified.</li> </ul>		
Procedures in the event of a medical/first aid emergency	H	<ul style="list-style-type: none"> <li>PPE must be worn when administering first aid</li> <li>Any first aid provision to be recorded so that where necessary contact tracing can be facilitated.</li> <li>CPR – should a child or staff member need CPR – this will potentially put the first aider at risk of becoming infected, but without CPR the casualty would die, so CPR takes precedence. A face shield can be used or the first aider can opt to use 'Hands-only CPR'</li> </ul>	M	First aiders
Face coverings		<ul style="list-style-type: none"> <li>The guidance on face coverings does not recommend their use in schools or other education settings. <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings.</a></li> <li>Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</li> <li>We will review any guidance in response to updated medical advice.</li> </ul>		
Staffing		<ul style="list-style-type: none"> <li>Staff employed in the school to stay in same bubble</li> </ul>		



**Manager recommendations – Additional Control Measures or Actions**

Section	List Actions / Additional Control Measures	Date to be carried out	Person responsible