

COVID19: CONKERS BEFORE AND AFTER SCHOOL CLUB Risk Assessment and Action Plan

SCHOOL NAME: Chalkwell Hall

OWNER: Southend Borough Council

DATE: AMENDED 13/7/2020

Purpose of this document:

This COVID19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the re-opening of Conkers in September and ensure the club continues to operate in a safe way. The overall aim being to open having followed the guidance as set out by DfE, by putting arrangements in place to mitigate areas of potential risk to an acceptable level.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy and addendum
- DfE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Area of concern	Potential risk	Level of risk before preventative measures put in place	Action Required / Decision Made/ other details	Action Completed Date	Risk Level after arrangements put in place
Preparing Buildings and Facilities	<p>Is the condition of building suitable for return of children?</p> <p>Building layout and standard usage in existing format would increase risk of transmission</p>	H	<p>Premises and utilities have been health and safety checked by caretaker and building is compliant in line with usual procedures.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services <p>Make building compliant with guidelines by:</p> <ul style="list-style-type: none"> • Taping off water fountains • Clear signage throughout the club re social distancing, washing hands • Office glass window in reception to be closed at all times • Doors pinned back to avoid using handles where possible • Usual H&S/premises checks all up to date • Playground zoned with area in between of clear space for staff to supervise groups without having to be in direct contact. • Signage requirements assessed and printed • Four separate areas indoors to keep groups apart and minimise mixing 	All to be checked /completed during summer holiday	L
	Narrow corridors and stairs create risk of breaching social distancing in current layout	H	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place. See pictures. One way system in place to reduce crossing.	22/5/2020	L

	Deliveries present contact risk	M	Consideration given to the arrangements for any deliveries. Only entering if necessary, sanitize hands in and out, only entering if reception clear enough to ensure social distancing.	22/5/2020	L
	More children in the club increases risk of transmission	H	Extra hand washing/sanitising stations in the dining hall. Already mounted on exterior.	Aug 20	L
Emergency Evacuations	Emergency evacuation would breach social distancing in current layout	M	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> Fire evacuation procedures the same. Staff to escort children to regular spots in playground away from main building.	Sept 20	L
Cleaning and waste disposal	Team cannot clean sufficiently in line with guidelines if number reduced	H	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance . Capacity of cleaning staff is adequate to enable enhanced cleaning regime. Cleaning team fully staffed and trained, adequate time is in place for them to clean fully enough at the end of each day. Will be reviewed regularly.	Sept 20	L
	Not having enough cleaning supplies due to increased frequency/depth of cleaning	H	Adequate cleaning supplies and facilities around the school are in place. Bottle of sanitiser, hand towels, soap, kitchen roll for wiping tables in every class. Caretaker to check daily so that no one runs out. Over order to start, checked regularly to ensure we don't run out. Fogger to be used to enhance cleaning procedures	Aug 20	L
	removing contaminated/hazardous waste increases risk of transmission	H	Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full. 2. The plastic bag should then be placed in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. 	Sept 20	L

			<p>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours</p> <ul style="list-style-type: none"> • if the individual tests negative, this can be put in with the normal waste • if the individual tests positive, then store it for at least 72 hours and put in with the normal waste <p>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</p> <p>1st aiders/ those dealing with children displaying symptoms all have PPE (Gloves, mask, apron and faceshields)</p>		
	School not being fully clean before reopening could mean increased risk of transmission	H	Ensure dining hall is clean enough for new groups. School to be closed during Aug for Deep clean Fogger to be used.	Aug 20	L
Staffing	Not having enough staff to cover all areas the children are in	M	Staffing numbers required for the club are fine. Starting with reduced capacity of 40 max to ensure this. Individual risk assessments to be completed for any vulnerable staff	Aug 20	L
	Staff absence would reduce capacity	M	Approach to staff absence reporting and recording in place. All staff aware same route as usual through Manager	Aug 20	L
	Staff who are shielding not being able to work	M	No staff required to be shielding in September	Aug 20	L
	Hygiene arrangements for clothes increase transmission risk	H	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties). Staff informed not to wear ties or lanyards as they don't get washed	Sept 20	L

	Staff not being able to attend meetings or training could lead to lack of common understanding	M	Approaches for meetings and staff training in place. In dining hall if needed, spaced out in line with social distancing rules	Sept 20	L
	Staff facing bereavement	M	Approach to support wellbeing, mental health and resilience is in place, including bereavement support through trained counsellors in the staff team	Sept 20	L
	Staff capacity to help children with bereavement	M	Learning mentors trained in counselling (inc bereavement). All have been contacted and know referral processes for children to go to learning mentor		
	Ability to access testing if needed	H	Arrangements for accessing testing, if and when necessary, are in place. Signed up to scheme as of 12 th May.	12/5/2020	L
	Staff not knowing the new rules and routines for wider opening.	H	Return to school procedures are clear for all staff. All staff updated in September INSET days ahead of reopening.	Aug 20	L
	Collecting parents increases the potential number of contacts in school and increases risk of breach of social distancing/transmission	H	Expectations of parents for social distancing shared.	July 20	L
	New staff joining would not know new routines and potentially breach distancing or hygiene protocols.	H	No new staff for Sept but induction if any join in to include all new guidance shared with existing staff Relevant policies that have been updated will be shared.	Aug 20	L
Group Sizes	Having full capacity of 80 increases risk of transmission	M	Keep capacity to 40 to start. Consider increasing, after review in September.	Sept 20	L
Social Distancing	Children do not need to be kept apart according to guidelines but should avoid mixing bubbles.	H	Different groups will be kept apart both in and outside the building to minimise mixing. Yr5&6, yr3&4, yr1&2 and yrR.	Sept 20	L
	Congestion at pick up presents a risk to social distancing	H	Letter to parents advising of instructions for pick up.	Aug 20	L
	Children may not follow the rules around social distancing	M	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches. Shared with staff:	Sept 20	L

			Our expectations for behaviour and conduct don't change. Showing respect and responsibility are more important than ever. Children that can't live up to that reasonable expectation need reminding from day one. If they are deliberately not social distancing, parents will need to be contacted. Kids are kids, however, so be firm but fair!		
	Playground equipment (wendy houses/climbing equipment etc) increases risk of transmission. Lots of surfaces to touch and difficult to clean between groups using it.	H	<p>Arrangements in place for the use of the playground, including equipment.</p> <p>Area in between zones for staff so they don't have to directly mix with the children.</p> <p>All outside play equipment not to be used.</p> <p>Equipment to be kept in the bubbles, only after eating, no contact, but passing between children allowed. Children to wash hands before and after using, equipment to be cleaned after using.)</p>	Sept 20	L
Catering	Food needs to be prepared for children but increases transmission risk.	L	<p>Arrangements in place to provide food to children with enhanced hygiene rules in place.</p> <p>Food to be taken to tables in each zone to avoid queueing and multiple hands on the servery. Children to wash hands before and after eating. Staff preparing or delivering food to wash hands thoroughly for 20 secs before and after.</p>	Sept 20	L
PPE	Staff not having PPE for 1 st aid duties	H	<p>PPE requirements understood and appropriate supplies in place.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p> <p>Have our own supply line of plastic face shields and material face masks. Other equipment ordered.</p> <p>1st aiders to use when dealing with children. We have enough for 1st aid and staff know protocols.</p>	Sept 20	L
Response to suspected/confirmed case of COVID19 in school	Not knowing the approach to deal with suspected or confirmed cases would increase risk of transmission	H	<ul style="list-style-type: none"> • Teacher/1st aid staff identify symptoms • Isolate child • Inform Headteacher of relevant school • Contact parents • Follow dfe/NHS guidance on isolation of group or individual and cleaning <p>Follow flowchart from PHE appendix 2 (Updated 5th June)</p> <p>From DfE guidance:</p>	Sept 20	L

			<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, 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. Ideally, 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>PPE should be worn by staff caring for the child 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).</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>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p>		
Pupil Re-orientation on back into school after a period of closure/	Children/parents not knowing new rules and routines could cause anxiety	M	Changes to the club shared with parents.	July/Aug 20	L
	Water fountain use would increase risk of transmission	H	All students instructed to bring a water bottle each day. Water fountains not in use. In letters to parents	July 20	L

<i>being at home</i>					
If partial/full lockdown or isolation occurs	Currently unknown what gov expectations are for a local lockdown in terms of wraparound care.		Can continue to open for keyworkers if guidance allows		
Safeguarding (If all pupils back in school, return to normal safeguarding procedure)	Potential contact for managing extreme behaviours needs considering as a risk for reducing the ability to socially distance	M	Consideration given to the safe use of physical contact in context of managing behaviour. If planned, PPE is available, not expected to need it given what we know of current cohorts expected to return, behaviour management in line with our usual procedures. If staff need to be closer than social distance guidelines with individual pupils, they will be part of that bubble and not mix groups.	22/5/2020 Sept 20	L
	Furloughed staff may need to refresh safeguarding training so they don't miss any signs.	M	Staff booked in for CP training in Sept INSET days, ahead of reopening.	Sept 20	L
CYP with SEND	Pupils with high levels of need may not be able to cope or be catered for sufficiently in the mixed key worker class/bubble offering	M	Team to liaise with either school if SEND pupils are attending to plan ahead of attendance	Sept 20	L
Communication	Staff not knowing procedures would risk confusion and lack of adherence to guidance	H	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups. In person in meetings and through internal email communication	July 20	L
	Parents are not aware of plans for social distancing or support available risks lack of distancing and engagement level dropping	H	Communication with parents about plan for full re-opening letters sent out to inform	July 20	L

	Pupils and staff not knowing expectations in advance risks confusion and lack of distancing	H	Pupil and staff communications around: <ul style="list-style-type: none"> • Changes to provision • Social distancing expectations 	July 20	L
	Parents not kept updated risks alienation	M	On-going regular communication to ensure parents are kept well-informed.	ongoing	L
Governors/ Governance	Lack of governor oversight could lead to school not meeting all requirements.	H	GB ext serv committee met to agree conditions of opening July 20	July 20	L
	Compliance with arrangements not known by GB	H	GB to stay up to date with current DfE advice and ensure school is compliant	Ongoing	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	L	Finance officer keeping track	Summ term 2	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	L	Finance officer keeping track of ASC impact	Summ term 2	L

Appendix 1:

Action to be taken by schools (version 5 June 2020)

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent Covid-19 spreading in schools, as well as other infectious diseases. If you have any general questions or concerns, please contact Dr Mary Orhewere, Consultant in Public Health Medicine (mob: 07880 017540) or Southend Borough Council (SBC) on 01702 534685. To notify a case(s), please call the Public Health England (PHE) in the East of England on 0300 303 8537 (option 1). If the matter is not urgent you can also email eo.e.crc@phe.gov.uk.
GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance, including cleaning and the use of Personal Protective Equipment (PPE) in schools.

