

SCHOOL'S OUT NORTHERN LTD

COVID – 19 RISK ASSESSEMENT

PEOPLE			
HAZARD	RISK	CONTROL MEASURES	COMMENTS
REOPENING A BUILDING FOLLOWING CLOSURE	<p>Employees, children, contractors, visitors.</p> <p>Fatality, serious injury or illness due to not using suitable equipment which could cause fire, explosions, Legionellosis, gas, release, explosion, collapse etc.</p>	<p>All inspections, testing or servicing of equipment relating to hot and cold – water systems; gas safety; kitchen equipment; security including access and control and intruder alarm systems; ventilation is in place and is deemed suitable prior to reopening.</p> <p>All systems have been checked and tested including has, heating, water supply, mechanical and electrical systems and toys and equipment.</p> <p>All areas and surfaces have been cleaned and disinfected prior to reopening (17 July 2020).</p> <p>The kitchen areas have been thoroughly cleaned and disinfected prior to resuming food preparation.</p>	<p>The building was closed down on Monday 23rd March 2020, due to the lockdown for coronavirus and reopened on Monday 20th July. Staff confirmed water flushing of all outlets before the building opened to children on 20th July.</p> <p>No hot food preparation will be carried out until further notice.</p> <p>Children and staff to provide their own packed lunches and water bottles.</p> <p>Wellfield and Preston Grange to open Tuesday 1st September 2020</p>
PREVENT SPREAD OF COVID - 19	<p>Employees, children, contractors, visitors.</p> <p>Contracting Coronavirus.</p>	<p>We are following current government advice on who can return to work and who should remain at home.</p> <p>All staff working at School's out northern LTD to familiarize themselves with this risk assessment to ensure it is fully complied with at all times.</p> <p>All general and specific task based risk assessments have been reviewed and updated to include any specific COVID – 19 control measures. This has been shared with all staff prior to them undertaking such activities.</p> <p>Children and staff will be grouped together in small cohorts known as ' Bubbles'. During the holiday club we will operate one "bubble" with maximum of 15 children.</p> <p>The same staff will be assigned to a bubble and, as</p>	<p>The majority of the staff team have remained on furlough leave. Staff who have returned to work have confirmed they are willing to do this.</p> <p>Staff are assigned to one group and will stay with them.</p> <p>School's Out will only accept all day care (no half day care allowed)</p> <p>Posters to be displayed in all areas around the setting where they are clearly visible.</p> <p>Clear guidance about playing outside and moving around within the setting will be given to all staff when they return to work.</p>

		<p>far as possible; these will stay the same throughout the day.</p> <p>Children will use the same two rooms throughout the day with a thorough cleaning of each room at the end of the day or at the end of the session, if appropriate.</p> <p>Staff will ensure all resources used throughout the day are cleaned and sterilized before being reused by others.</p> <p>Children will be encouraged to play in all areas following social distancing regulations.</p> <p>Posters will be displayed to encourage children and support staff to follow social distancing regulations.</p> <p>Playing out time will be scheduled so that only one bubble is outside in the play area at any one time.</p> <p>Bubbles will not be allowed to travel through the room where another bubble is based.</p> <p>Ongoing communications (posters, letters, emails, staff guidance,) have been provided to all staff which includes the latest government advice on –</p> <ul style="list-style-type: none"> ✓ Risks and symptoms of COVID – 19. ✓ Advice regarding self – isolation of those showing signs and symptoms until a test has been carried out to confirm diagnosis. ✓ Social distancing measures ✓ Emergency procedures (i.e. first aid kit, fire). ✓ Effective infection control including hygiene measures. ✓ Specific or individual risk assessment findings ✓ Wellbeing points and any issues ✓ Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it) ✓ Not to enter the building if they or anyone in their family is displaying any symptoms of coronavirus ✓ Only one parent to bring their child into the 	<p>Guidance has been provided to all staff.</p> <p>Staff will create age appropriate games and activities to help children to learn about the virus and how to keep themselves and others safe. Staff will wash the hands of the younger children to ensure they are properly cleaned and will explain and teach all children how to wash their hands thoroughly.</p>
--	--	---	---

		<p>setting and to collect them at the end of the session.</p> <ul style="list-style-type: none"> ✓ Social distancing measures to be implement at all times including during drop off and collection ✓ Parents not to gather at gates or doors or enter the building without an appointment to do so (all appointments will be conducted via telephone if possible but in accordance with all safety measures if they must be face to face appointments) ✓ Information on PPE staff will wear at work ✓ Information about how a suspected case of coronavirus will be dealt with should such an occasion arise. <p>Staff will speak in an age appropriate way to children about risks from coronavirus and the need to follow safety measure without causing unnecessary concern or distress.</p>	
<p>STAFF OR CHILD SHOWS SIGNS OF COVID – 19 WHILE ON SCHOOL’S OUT NORTHERN LTD PREMISES.</p>		<p>If anyone becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to take a test and self isolate. If the test is negative, the person will be allowed to return to the setting once they are well enough to do so.</p> <p>If a child becomes ill with signs of coronavirus, they will be isolated from the rest of their bubble and supported by one member of staff until they are collected from the setting. They will be taken to a separate room if possible and if not, they will be keep more than two metres away from other people. The windows in the room they are in will be opened for ventilation. The staff member caring for the sick child will use the PPE provided in the COVID – 19 emergency bag to protect themselves as much as possible from contracting the virus.</p> <p>If the sick child, or member of staff caring for them before they go home, needs to use the bathroom, they will use a separate bathroom. This will be thoroughly cleaned and disinfected before being used by anyone else.</p>	<p>We have created a COVID 19 emergency bag which contains everything needed in the event of a child becoming sick or showing signs of the coronavirus. This PPE MUST be worn and appropriately disposed of once the sick child has gone home. This bag is located near the first aid box in the room where the children are playing.</p> <p>The allocated bathroom will be the STAFF toilet. This will be cleaned thoroughly before anyone else is allowed to use it.</p> <p>28/8/20 This guidance has changed – if</p>

		<p>If anyone who has been at School's out northern LTD tests positive for coronavirus, the rest of the staff and children in their bubble will be asked to stay at home and self isolate for 14 days. The rest of the household members of that child or staff member do not need to self isolate unless the child or staff member subsequently develops symptoms.</p> <p>In an emergency call 999 if the person is seriously ill or injured or their life is at risk. Do not visit the GP, the pharmacy, urgent care Centre or hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly for at least 20 seconds and clean the affected area with normal household detergent followed by disinfectant.</p>	<p>anyone at School's Out tests positive then that person/child must self isolate. All other people/children can continue to attend</p> <p>Staff will be informed on the correct procedures to be followed.</p> <p>Staff must follow these safety precautions.</p>
MENTAL HEALTH AND WELLBEING		<p>The owners of School's Out (Northern) LTD are working with staff to implement flexible working practices in a way that promotes good work – life balance and supports all staff and managers.</p> <p>Workload will be carefully managed to ensure that all staff are supported.</p> <p>Owner will continue with regular contact with staff to support staff while on furlough.</p>	<p>Staff will be working on a rota basis.</p> <p>Any staff experiencing difficulties with their workload or with training will be supported by the management staff still working.</p>
VISITORS TO PREMISES INCLUDING CONTRACTORS, PARENTS AND DELIVERIES.	<p>Employees, children, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Visitor access will be restricted to essential visits only. Where visits are essential, we will look at alternative methods of working including :</p> <ul style="list-style-type: none"> ✓ Elimination of the need for the visit e.g. use of technology to carry out appointments. ✓ Reduce the number of children and staff the visitor could potentially encounter e.g. meeting during out of hours, school holidays, evenings or weekends. ✓ Reduce the amount of time spent inside the premises ✓ Limit the number of visitors – appointments 	<p>Visitors will only be allowed into the building by appointment with strict hygiene and social distancing measures complied with. Only essential visitors will be allowed. Where possible, meetings or appointments will take place on line using video calls.</p>

		<p>system, access controlled etc.</p> <ul style="list-style-type: none"> ✓ No more than one visitor at a time to be given access to the premises. <p>All visitors to the premises will be informed:</p> <ul style="list-style-type: none"> ✓ Not to enter the building if they or any of their family are displaying any signs or symptoms of coronavirus. ✓ Everyone must wash/sanitise their hands upon entering the premises. ✓ Visitors will be reminded of the social distancing measures in place and asked to follow these at all times within the premises. <p>If necessary, floor markings and other signs will be used to ensure parents and visitors are aware of the need to maintain safe social distancing measures when speaking to staff.</p>	<p>Our protocols to be followed by visitors are made clear to all visitors before their intended visit which will be by pre – arranged appointment.</p>
<p>ADULTS OR CHILDREN WITH (OR LIVING WITH ADDITIONAL OR COMPLEX NEEDS INCLUDING THOSE WITH IHCP'S)</p>	<p>Employees, children, contractors, visitors.</p> <p>Contracting coronavirus</p>	<p>Children who have been classed as clinically extremely vulnerable due to pre – existing medical conditions will be advised not to attend the setting at this time.</p> <p>Staff who are clinically extremely vulnerable have been furloughed and advised not to attend work.</p> <p>If a child lives in a house with someone who is extremely clinically vulnerable, special measures will be put in place to minimize the risks of them contracting coronavirus while at the setting and individual risk assessments will be carried out with the family.</p> <p>Activities which could increase the likelihood of coming into contact with another persons bodily fluids will be individually risk assessed to see if contact can be eliminated, reduced or isolated.</p> <p>All children will be supported to follow measures associated with COVID 19 transmission in an age appropriate way using stories and activities to support them to understand the need to follow the rules.</p>	<p>No such children have been identified at the moment.</p> <p>No such staff have been identified at the moment.</p> <p>Such staff will be the last to be taken from furlough leave so they can return to work. When these staff are needed to return to work individual risk assessments will be carried out to ensure additional safety measures are put in place.</p> <p>Staff must wear appropriate PPE when changing nappies or helping children with their toileting needs or when dealing with an accident or emergency requiring first aid to be applied.</p>

		A risk assessment will be carried out for individual children who have an education, health and care plan (EHC) to ensure their needs can be safely met or more safely met in the setting.	All risk assessments will be prepared in consultation with parents and professionals involved with the child.
EMERGENCY PROCEDURES	Employees, children, contractors, visitors.	<p>We will ensure that suitably qualified staff are on duty at all times including :</p> <ul style="list-style-type: none"> ✓ First aiders ✓ Safeguarding lead ✓ Senior or Manager in charge <p>Regular fire safety checks of alarms will continue to be carried out.</p> <p>Fire drills will be carried out to ensure everyone knows what to do in the event of a fire as per normal procedures with everyone maintaining two meters separation as far as possible.</p>	All staff are qualified in Paediatric first aid and have been trained in safeguarding children and adults. All staff understand the infection control procedures and in COVID 19 safety measures.