

Risk Management Assessment

Educational setting	Wheatfields Kids Club
Activity/Task	COVID-19 Risk Management Assessment
Completed by & Date	Michelle Kynoch August 2020 (for re-opening on 14 th September 2020)
Reviewed:	September 2020, October 2020
Summary	Risk Management plan - in addition to Wheatfields Primary School's original Risk Management Assessment Kids Club will remain in line with school's policies & procedures

General Information

Kids Club will close at 5pm on a Friday to enable the staff to do additional cleaning and get resources/equipment ready for the next week

This Risk Assessment is in addition to Wheatfields Primary School's own and will run alongside it.

Children going into school

Years 3-6 will leave Kids Club in the morning and go into their classrooms independently at their designated times (Class 7 will go through class 8's door as they are in the same bubble).

EYFS, Y1 & Y2 Will be taken to school via their outside classroom door by a staff member.

Children returning from school

Years 3-6 will come from school into Kids Club independently.

EYFS, Y1 & Y2 will be collected by staff from their outside classroom doors.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Social distancing	Children (Ch) & staff	Staff to remain in line with school- Adults to keep a 2 metre social distance from one another	Posters to be displayed reminding staff of social distancing	MK	Aug 2020	Done
		1 member of staff to use the kitchen at a time	Poster to show this and tape on the floor around the kitchen area	MK	Aug 2020	Done
Toilet facilities	Ch & staff	Children have their own individual toilets for the setting/bubble Staff have their own facilities	Only 1 child or family will use the toilets at a time Hand washing and good hygiene posters will be displayed in the toilets	MK	Aug 2020	Done
Cleaning	All	Kids Club is cleaned every morning before the session begins	All touch points and communal areas will be cleaned after each session	JW All staff	Ongoing	Done
			Staff will adopt a "clean where you have been" attitude Toilets will be cleaned before the afternoon session	JW	Ongoing	
			Lidded bins in the main room and toilets - emptied daily and labelled	MK All staff	Aug 2020 Ongoing	Done
			Sanitiser stations set up by the main door and double doors leading on to the playground	MK	Aug 2020	
Snack times	Ch & staff	Tables to be wiped down before and after breakfast and snack times	Snack times will be staggered as the children will be coming in at different times	All staff	Ongoing	Inside & staggered working well
		Children to wash hands before snacks. Water station available	Where possible, after school snack can be eaten outside to reduce the risk of transmission			

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Fire safety	All	Fire procedures are in place already for the setting	Children will be reminded to keep a distance from one another when lining up for a fire evacuation	Staff	Sept 2020 Practice 11/20	Done
First Aid	Ch & staff	Kids Club will follow the school's policies and procedures regarding first aid	Freezer bags to replace material ice pack holders First aid bag to be taken outside during outdoor play Staff member to make sure the first aid box and bag are replenished regularly	MK Staff CR	Aug 2020 Ongoing Ongoing	
Access to Kids Club AM	All	No need to stagger times of children coming in as the children already stagger in at different times to each other Children & staff to sanitise on entering	Parents/Carers will be asked to wait at the silver post and the children will be invited in individually or as siblings one at a time. Parents will be asked to remember to practice social distancing when they are waiting. Posters to be made making parents aware of this. Markings on the floor for distancing Children will be asked to sanitise their hands upon entering and will put their own belongings into a box/tray to keep them separate from others Boxes/trays needed for this	MK SD MK	Aug 2020 By 14 th sept Aug 2020	Working well Done
PM Collection	All	Children will come into Kids Club at staggered times from school	Years 3-6 will walk over to Kids Club independently Class 7 will come through class 8 as they are in 1 bubble EYFS, year 1 and Year 2 will be collected from their classes by their outside door	 Staff	 Ongoing	 Working well

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Reducing the risk of transmission	All	Kids Club will remain as a bubble and will remain consistent in numbers to provide wrap around care	On collection from Kids Club a staff member will help the children find their belongings and lead them to a parent/carer outside and a staff member will sign the children out	Staff	Ongoing	Working well
			Windows to be opened for ventilation Posters on the windows Curtains to remain open throughout the day as they are made of fabric Curtain ties to be made	Staff MK	Ongoing Aug 2020	Done
				MK	Aug 2020	Done
				MK	Aug 2020	Done
		Limited toys and equipment	All soft furnishing to be removed and additional toys to be stored in the TV room (which will be closed)	MK	Aug 2020	Done
			Some toys and games will be removed from the main room and stored in the TV room, by limiting the amount out we can easily clean and change over toys	MK & Staff	Aug 2020	Done
			Draws to be covered with a washable cloth to reduce the amount of equipment touched	MK	Aug 2020	Done
			Outdoor equipment will also be reduced	MK	Aug 2020	Done
		Paperwork and forms	Parent's will be asked to email all paperwork or leave in an envelope marked Kids Club at the school reception in the post box	MK	Sept 2020	Done

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Use of PPE	Staff & Ch	Isolation Area	<p>Isolation area set up in the TV room in case of suspected case</p> <p>Posters displayed for correct use of PPE</p> <p>2 Chairs Table Gloves PPE Equipment Lidded Bin</p>	<p>MK</p> <p>MK</p> <p>MK MK MK MK MK</p>	<p>Sept 2020</p> <p>Sept 2020</p> <p>All Sept 2020</p>	<p>Done</p> <p>Done</p> <p>All Done</p>

