

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, February 2021, April 2021, June 2021 (no changes), July 2021, Sept 2021 Oct/Nov 2021
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	
			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 Children to wash hands before snacks. Water station available	Snack times will be staggered as the children will be coming in at different times Where possible, after school snack can be eaten outside to reduce the risk of transmission	All staff	Ongoing	Inside & staggered working well

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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 April, 21	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	<p>Kids Club will remain as a bubble and will remain consistent in numbers to provide wrap around care</p> <p>Guidance 2021- Wrap around childcare for primary and secondary pupils will resume where this provision is necessary to support parents to work, attend education & access medical care</p> <p>Guidance 12th April, 2021-All parents may access wrap around and extra curricular provision without any restrictions on the reasons for which they may attend. Schools should continue to work closely with any external wrap around providers which your pupils may use to minimise mixing between children this can be achieved by protecting bubbles or through consistent groups.</p> <p>Limited toys and equipment</p>	<p>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</p> <p>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</p> <p>All soft furnishing to be removed and additional toys to be stored in the TV room (which will be closed)</p> <p>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</p> <p>Draws to be covered with a washable cloth to reduce the amount of equipment touched</p> <p>Outdoor equipment will also be reduced</p>	<p>Staff</p> <p>Staff MK</p> <p>MK</p> <p>MK</p> <p>MK & Staff</p> <p>MK</p> <p>MK</p>	<p>Ongoing</p> <p>Ongoing Aug 2020</p> <p>Aug 2020</p> <p>Aug 2020</p> <p>Aug 2020</p> <p>Aug 2020</p> <p>Aug 2020</p>	<p>Working well</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>

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use of PPE	Staff & Ch	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
		Isolation Area	Isolation area set up in the TV room in case of suspected case	MK	Sept 2020	Done
			Posters displayed for correct use of PPE	MK	Sept 2020	Done
			2 Chairs Table Gloves PPE Equipment Lidded Bin	MK MK MK MK MK	All Sept 2020	All Done
Staff crossing bubbles	Staff & children	Staff working within other bubbles within the school day	Staff to sanitise upon entering the building Social distance from one another Following the clean where you have been procedure. Staff are taking LFT tests twice a week (Posters displayed, cleaning stations)	MK	5.3.21	
Vulnerable staff	Staff	Sanitising Social distancing Personal risk assessment Clean where you have been procedure	Staff have the option to wear a face covering or visor. One Will be made available for anyone who wishes to wear one	MK TT	5.3.21	

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<p>as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member. Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.</p> <p>PLAN FOR SUMMER HOLIDAYS 2021</p>		<p>Although restrictions have been lifted, we are still continuing to minimise the risk to our setting:</p> <p>KC staff to continue LFD tests twice a week, whilst working through the summer</p> <p>Ensuring good hygiene</p>		<p>All Staff</p> <p>All Staff</p> <p>All Staff</p>		

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PLAN FOR SEPT-21		<p>Maintaining appropriate cleaning regimes using standard products such as detergents</p> <p>Keeping occupied spaces well ventilated</p> <p>Following public health advice on testing, self isolation and managing confirmed cases of Covid-19.</p>	<p>Will re-open on a Friday 5 to 6pm</p> <p>Maximum 60 children (no bubbles)</p> <p>Re-open TV Room</p> <p>Have more toys accessible to children</p> <p>No staggered times before & after school</p> <p>Staff collect children from EYFS to Year 3 from KS1 hall</p> <p>Children from Yrs 4 to 6 – make their own way to Kids Club</p> <p>ALL WORKING WELL</p>	<p>All Staff</p> <p>MK/TT</p> <p>MK</p> <p>All Staff</p>	<p>Sept-21</p>	

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Year 4 girls using KC toilets during day	Children	<p>We will continue to use boxes for each child's belongings as this has worked well</p> <p>Staff will continue to sign the children out and release them to the door. This has worked well and encouraged the childrens' independence</p> <p>Toilets being cleaned before Kids Club opens for the afternoon sessions</p>	<p>ALL WORKING WELL</p> <p>OCT/NOV 2021: All continuing – daily clean, continuing ventilation – windows open, sanitising upon entry, staff masks are optional</p>	<p>Staff/Ch</p> <p>Staff/Ch</p> <p>Staff/Ch (sanitising)</p> <p>Staff</p>		

