

Bear Pak Afterschool and Holiday Club Covid-19 Specific Risk Ax-Dec 2020

Updated 31.3.22

Identified Risk	Level of Risk with Measures	Measures to Reduce Risk	Responsibility	Review Frequency
Handovers with parents and carers at the beginning and end of the session.	Medium	<ul style="list-style-type: none"> <li>• No parents, carers or visitors will be allowed to enter the hall unless by pre-arranged visit (Essential only during operation hours)</li> <li>• Parents to call when they arrive to collect or drop off</li> <li>• Member of staff to be stood by the main doors to hand over and sign children in and out</li> <li>• Door staff to wear a face covering on hand over of children.</li> <li>• Children and staff will wash hands on entering the building/ use hand sanitiser.</li> </ul>	All staff Parents and carers	In line with Government guideline updates.
Staff/Children/Parents exhibiting symptoms of Covid-19 including high temperature, dry and continuous cough and loss of taste and/or smell, fatigue, myalgia (muscle ache or pain), a sore throat, headache, sneezing, runny nose, loss of appetite, nausea, vomiting, diarrhoea.	Medium	<ul style="list-style-type: none"> <li>• All staff and parents/carers MUST report any symptoms immediately and NOT attend/have their children attend sessions if they present with cardinal symptoms (high temperature, continuous dry cough, loss of taste/smell).</li> <li>• If a child is found to exhibit any symptoms following drop off, the parent/carer will be contacted to collect the child.</li> </ul>	Management All staff Parents/Carers	Daily and in line with Government guidance updates
Risk of passing on infection to others if asymptomatic	Medium	<ul style="list-style-type: none"> <li>• Stringent handwashing routine to be followed during the session, including on entering the building</li> <li>• Hand sanitiser to be available for frequent use for staff and children</li> <li>• Thorough cleaning and disinfecting routine of all equipment before and after sessions, with additional staff on hand to carry out cleaning duties throughout the session</li> <li>• PPE including disposable gloves and aprons available</li> </ul>	Management All staff Children	Daily and in line with Government guideline updates

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		<ul style="list-style-type: none"> <li>• Staff and visitors encouraged to wear face coverings in line with current guidance.</li> <li>• All visits recorded.</li> </ul>		
Exposure to a positive case outside of Bear Pak (e.g confirmed case in class at school)	Medium	<ul style="list-style-type: none"> <li>• In the event of school not having children attending due to precautions of a potential positive case, parents should notify management immediately.</li> <li>• If contacted by school/Track and Trace, management to be notified and the child/staff affected should not return if the individual develops any symptoms.</li> </ul>		
Maintaining appropriate social distancing of 2 metres between all where possible	Medium	<ul style="list-style-type: none"> <li>• One-way system through the hall to be clearly marked and implemented</li> <li>• Designated play spaces to be created.</li> </ul>	Management All staff	In line with Government guideline updates
Toileting	Medium	<ul style="list-style-type: none"> <li>• Staff to use antibacterial spray/wipes to wipe down toilet seats, flush handle, sinks, taps and door handles following each use</li> <li>• Children and staff to wash hands with soap for a minimum of 20 seconds regularly</li> <li>• PPE to be worn when helping children use the toileting facilities or dealing with other toileting issues.</li> </ul>	Management All staff	Weekly
Food and Meal Times	Low	<ul style="list-style-type: none"> <li>• Designated food area to be sectioned off</li> <li>• Gloves and apron to be worn by staff</li> <li>• Breakfast and a tea time snack to be provided as normal procedure</li> <li>• Stringent handwashing to be carried out before all meal times by staff and children</li> <li>• Children to be served at a separate counter during meal times.</li> </ul>	Management All staff	Weekly

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		<ul style="list-style-type: none"> <li>Waste to be disposed of appropriately-taken out of the hall and stored in the designated waste area outdoors</li> </ul>		
First Aid Administration	High	<ul style="list-style-type: none"> <li>Staff to assess the seriousness of injuries and determine what level of intervention is required and seek advice from management if required</li> <li>If physical intervention is required, staff are to wear PPE including aprons, gloves and a face covering</li> <li>PPE and any waste following administering of first aid is to be disposed of appropriately immediately after use-double bagged and taken to outdoor waste area</li> <li>Accident forms are to be completed as per usual procedure</li> <li>Designated First Aid area to be thoroughly disinfected following treatment</li> </ul>	Management All Staff	Daily-dynamic risk assessments to be undertaken if necessary whilst dealing with First Aid incident
Assisting changing of soiled clothes	High	<ul style="list-style-type: none"> <li>Staff to encourage and support child changing themselves if possible</li> <li>If independent changing is not possible, staff are to wear PPE including gloves and aprons.</li> <li>All soiled items are to be double bagged and removed from the hall-to be kept with the individual's items in a bag</li> <li>PPE is to be disposed of immediately following above procedure</li> <li>Area of changing to be thoroughly disinfected following changing</li> <li>Stringent handwashing routine to be carried out</li> </ul>	Management All staff	Daily-dynamic risk assessments to be undertaken if necessary whilst assisting changing

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Environment and other building users	Medium	<ul style="list-style-type: none"> <li>• Requested sole use of the main upstairs hall during the operating hours, including during the holiday club period</li> <li>• Increased disinfecting and cleaning of the communal spaces-staff to begin work early to clean, cleaning to be undertaken regularly throughout the session.</li> <li>• Designated cloakroom space area for children's items to be stored during session-children to go out to retrieve items (eg lunchbox/jumpers) individually with supervision of staff.</li> </ul>	Management All staff	Weekly-and following updates with any changes from the Church committee
Activities on offer	Low	<ul style="list-style-type: none"> <li>• Designated play spaces with staff supervising each play station</li> <li>• Children to wash hands before and after messy play activities e.g sand and water play.</li> <li>• Cooking activities to be carried out with individual portions where possible, labelled with the child's name.</li> <li>• Activities to be carried out outside wherever possible.</li> </ul>	Management All staff	As and when necessary
Emergency Procedures	Low	<ul style="list-style-type: none"> <li>• Emergency policies and procedures are to be practiced by staff ahead of reopening, and then once the service resumes operations, all procedures are to be talked through with the children in attendance</li> <li>• Management and staff to use own judgement and once the hall has been evacuated, to encourage social distancing whilst registers are undertaken</li> <li>• Management to review emergency procedures and update the team and children if any amendments need to be made</li> </ul>	Management All staff	On reopening of the service and then as and when necessary

Risk Assessment completed by: Harriett Franklin-Pugh Signed: *H Franklin-Pugh* Date: 14.07.2020

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<b>Risk Assessment updated by: Harriett Franklin-Pugh</b>	<b>Signed: <i>H Franklin-Pugh</i></b>	<b>Date: 18.03.2021</b>
<b>Risk Assessment updated by: Harriett Franklin-Pugh</b>	<b>Signed: <i>H Franklin-Pugh</i></b>	<b>Date: 18.08.2021</b>
<b>Risk Assessment updated by: Laura Williams</b>	<b>Signed: Mrs L D Williams</b>	<b>Date: 09.09.21</b>
<b>Risk Assessment updated by Laura Williams</b>	<b>Signed: Mrs L D Williams</b>	<b>Date: 6.1.22</b>
<b>Risk Assessment updated by Laura Williams</b>	<b>Signed: Mrs L D Williams</b>	<b>Date: 31/3/22</b>