

The After School Kids Club - Risk Assessment - COVID 19

Hazard	Who Might Be Harmed	What is being done already	Further Action Necessary	Actioned
Contact with parents	Children, staff and parents	Contact between parents and staff will be kept to a minimum. Children will be dropped and collected from the gate at Ottershaw, at the door from the Parish Centre and from reception at Ongar Place. Staff will sign children in and out to minimise the transfer of paperwork and face to face contact inside.	None	
Hygiene	Children and staff	Remind the children of the importance of hand washing. Ensure children wash their hands on entry to the setting. They will then wash or sanitise them regularly throughout the session, especially when changing activities. If children arrive to the setting from other after school clubs, the same entry procedure will be followed.	None	
Hygiene	Premises	The setting will be deep cleaned before the first session of the term. After every session, all surfaces and equipment that has been used will be cleaned, then wiped with anti-bacterial wipes. Staff should then use anti-bacterial spray to mist everything, this will be left to dry. Toilets must be cleaned thoroughly and sanitised at the end of each session, ready for the next session. As sole users of the portacabin and Parish centre, we are solely responsible for the cleaning of the premises. At Ongar, staff need to sanitise at the start of the session as the space is also being used by the school.	None	
Hygiene	Outside spaces	The club will only use the areas of Ottershaw School that have been previously agreed with the school. We will not use any of the school's outdoor equipment. At Ongar Place staff will use the outside spaces as agreed with the school and will sanitise any equipment before and after use.	None	
Restriction of premises use	Children and staff	To minimise the risk of infection through contact with others, the portacabin at Ottershaw and the Parish centre are only being used by The Breakfast and After School Club. We are sharing the library space with Ongar Place pupils, so will undertake extra cleaning and sanitising procedures.	None	
Staff Illness	Children and staff	Alternative Club staff will be contacted and asked to work if any staff become unwell or show signs of Covid 19	None	
Child Illness	Children and staff	If a child using the setting becomes ill, develops a cough or has a temperature above 37.8°, their parent will be contacted to collect them. They will be kept away from other children as much as possible while they await collection. The Head Teacher of their school will be informed of any suspected cases of COVID 19. If a child does show symptoms of COVID, we will request they have a COVID test and will not be allowed to return until they have done so.	None	
COVID check procedure	Children and staff	All staff will have their temperature checked at the start of the session. Children arriving for breakfast club will have their temperature taken on arrival. Any children with a temperature will not be allowed to attend. At the start of the afternoon session, staff will check the children's temperatures and contact parents if needed.		
Positive COVID test	Children and staff	If either a child or staff member tests positive for COVID-19, they will not be allowed to return to the club until they have followed the latest government guidance regarding isolation. We will inform all users of our setting that have come into contact with them. We would contact the school concerned and contact the Surrey and Sussex HPT for further guidance. Any staff that have been in contact with that child or staff member will self isolate accordingly.	None	
Use of alternative premises - Ongar Place Primary	Children	The club will only use the areas of the school that have been previously agreed with the Head Teacher. Any outside equipment used will be sanitised before and after use.	None	

Signed & dated _____

Tonya Harris