

Holiday Champs

Risk Assessment – Summer 2020

Risk	What we want to achieve	How we will achieve it
Staff		
To ensure that all staff are informed and consulted.	<p>Staff are kept informed of plans. Risk assessment and action plan are shared. Staff feedback requested.</p> <p>Health and safety information is shared.</p>	<ul style="list-style-type: none"> • Staff meeting to discuss initial plans. • All staff to be provided with a copy of this risk assessment and the action plan. • Staff training to take place on 21st July AM to run through all healthy and safety measures. • Aaron Paxton available to clarify any confusion and to answer and queries. • Daily briefing before/after the club to ensure all staff are comfortable and have an opportunity to raise concerns.
To ensure social distancing amongst the adults.	<p>Adults to maintain a 2 metre distance from one another around the school.</p> <p>Adult shared areas are prepared to show 2 metre distances.</p> <p>Adults are mindful of hygiene in shared areas.</p>	<ul style="list-style-type: none"> • Signage around the school to remind adults of the 2 metre requirement. • Staff breaks to be staggered, with adults working together in a group to give each other a break. • Additional spaces available for adults to take breaks and/or eat lunch, as necessary. • Cleaning materials available in shared spaces, including staff room, toilets etc. • Crockery and cutlery to be placed in the dishwasher immediately after use.
To ensure staff safety.	<p>Clear expectations and routines displayed around the premises.</p> <p>Minimise the chances that groups of adults and children will be together in shared spaces.</p> <p>Use of PPE in first aid and intimate care situations, as appropriate.</p>	<ul style="list-style-type: none"> • Adults ensure that children in their groups are clear about the safety measures and they monitor children's adherence to these. • Clear signage to support expectations and routines. • PPE available. Minor first aid to be administered by the child concerned, with adult supervision at 2 metres distance. PPE to be used (gloves, face masks, aprons) if the adult is required to administer first aid. • Parents are clear that children who are unwell should stay at home. • Children and/or staff who become unwell with COVID symptoms are isolated. The person who is unwell and any staff monitoring them should wear PPE until the unwell person goes home.
Parents/Carers		
To ensure that parents and carers are well informed.	Parents are clear about plans for the phased reopening of club.	<ul style="list-style-type: none"> • Information shared via email to avoid contact. • Email includes details of the safety measures in place and asks them to talk with their children about these in order to prepare them.

	Parents can prepare children for some of the measures expected of them when they are at Holiday Champs.	<ul style="list-style-type: none"> Weekly questionnaire sent out to parents ahead of their bookings, a response to this is required to ensure parents are aware of any new updates.
To limit the numbers of parents and carers arriving and leaving school at the same time.	Parents and carers remain socially distant at drop off and pick up.	<ul style="list-style-type: none"> Staggered times for drop off and pick up. Markings on the floor outside the gate at 2 metres distant to show where to wait. One parent/carer only to drop off and/or pick up. Aaron Paxton to be present at the gate during drop off and pick up to ensure adherence of social distancing measures.
To limit access to school premises for non-staff adults, unless essential.	Non-staff adults do not enter the school premises, unless essential.	<ul style="list-style-type: none"> Parents and carers drop off and collect children at the school gate; they will not be permitted to enter the school premises. Aaron Paxton to be present at the gate during drop off and pick up to coordinate movements of people. Parents to be asked to contact by phone or by email if they wish to talk to office staff. Contractors are asked to come to the school when children are off site (where possible) and are provided with a code of conduct which explains the measures in place at the school. (Goose Green staff to arrange)
Children		
To facilitate the formation of groups of no more than 15 children.	Groups/Bubbles to be formed of 15 children, children remaining within one bubble as much as possible. Each group has one adult allocated. Aaron Paxton to move between groups for additional support.	<ul style="list-style-type: none"> Designated places offered to vulnerable children attending Goose Green primary school. GG to reach out to families and inform Holiday Champs of places required. Vulnerable children to remain within same bubble all week. Staff are allocated to a group and will remain with this group where possible.
To implement social distancing measures between children and adults.	Children and adults to maintain a 1 - 2 metre distance from one another around the school.	<ul style="list-style-type: none"> Signage around the school to remind children of the 1-2 metre requirement. Children are allocated to a group and stay with that group. Lunch room and indoor spaces are set up to ensure that children and adults maintain 2 metre distance from each other. Children keep any bags or personal items under their desk and any coats on the back of their chair.
To ensure social distancing during play and lunch times.	Children maintain a 1-2 metre distance at play and lunch.	<ul style="list-style-type: none"> The playground is sectioned off into three sections to give each group a designated space in which to play; two sections on the astroturf and one at the front of the school.

		<ul style="list-style-type: none"> • Play and lunch to be staggered to ensure only three groups out at any given time. Staff to be provided with a timetable of these breaks. • Adults to work between themselves to ensure that one adult is with each group at all times. • Markings on the floor to indicate 2 metre distances. • Packed lunches to be provided by parents.
To ensure the safe movement of children around the school.	Children maintain social distancing when moving around the school building and playground.	<ul style="list-style-type: none"> • Children to form lines with their adults ensuring 2 metre distance between each person. • Clear signage around the school to support expectations and routines. • Staircases and corridors to be designated to particular groups, or as one-way spaces. • Groups to be allocated a classroom as their own, with designated routes for exit and entry to the building. • Groups of children to be escorted by the adult allocated to their group at all times. • Adults to ensure children use the toilet designated to their group.
Limiting Virus Transmission		
To ensure that hygiene standards are adhered to.	<p>All people on site wash their hands regularly.</p> <p>Regular cleaning takes place.</p> <p>Inappropriate resources and equipment are not accessible to children.</p>	<ul style="list-style-type: none"> • To keep stock and order cleaning supplies, as necessary. • Hand washing facilities are available in all classrooms, toilets and at new sinks in the playground. • Hand washing is timetabled in to the school day by the adults for their groups. • Classrooms are cleaned at the beginning and the end of every day. Additionally, staff are available to clean when the children their lunch break. • Antibacterial wipes and other cleaning supplies are available in classrooms in case of emergency. • Soft toys, soft furnishings and any extraneous resources to be removed from classrooms – boxes or black bags to be provided to store these.
To ensure that there are safe practices around intimate care and first aid.	Staff and children are clear about the procedures around the administration of first aid.	<ul style="list-style-type: none"> • PPE available with first aid kits around the school. Minor first aid to be administered by the child concerned, with adult supervision at 2 metres distance. PPE to be used (gloves, face masks, aprons) if the adult is required to administer first aid. • PPE to be used if intimate care is required.
To ensure safe practice around suspected cases of COVID.	All staff are clear about the procedures if a child or an adult falls ill with COVID symptoms.	<ul style="list-style-type: none"> • The ill person to be isolated in until they are able to go home. Sick person and adult monitoring both to wear PPE.

		<ul style="list-style-type: none"> • Office staff to contact parents in order to organise collection. • Aaron Paxton to contact Public Health England for advice. • All staff to be notified of the symptoms. • Parents of the child concerned to organise testing.
To reduce possible opportunities for transmission.	<p>Minimise the resources, equipment and learning spaces used by the children.</p> <p>Groups should not mingle in shared spaces or in each other's classrooms.</p> <p>Hand washing is prioritised.</p> <p>All areas in use are regularly cleaned.</p>	<ul style="list-style-type: none"> • Children and adults to have their temperature checked on entry to the school site. Any person with a raised temperature to be sent home. • Children to use only their own designated equipment in class and in the playground. • Staff to control the IWB from their computer, where possible. If the IWB is used then it should be cleaned after use. • Teachers manage the space in the classroom carefully to ensure that there is no cross-contamination eg do not use book corners. • Timetables to ensure shared spaces are in use by only one group at a time • Hand washing opportunities are timetabled in by the staff. • Aaron Paxton to clean after each activity. • Windows left open. • Children to bring in a labelled water bottle and keep this on their desk. • Children are not to share food. • Lost property to be picked up wearing gloves. • Children and staff to wear clean clothes each day.
Well-being		
To manage anxiety for adults and children.	<p>Adults can speak freely to other members of staff at their instigation.</p> <p>Children to be able to raise concerns with staff, as necessary.</p>	<ul style="list-style-type: none"> • Staff to let Aaron Paxton know if they have concerns around the following of procedure or about the procedures themselves. • Children able to speak freely to all staff regarding any concerns. • Staff to let the Aaron Paxton know if they are unable to attend school for health reasons or for another reason.