

RISK ASSESSMENT in respect of coronavirus

Location: St Francis Xavier's After School Club

Dates/Times: Every school day 3 p.m. - 6 p.m.

RISK/HAZARD	Who is affected?	Control measures	Responsibility for control measures
Overcrowding of club due to increased participants	Staff, children and parents/carers	<ul style="list-style-type: none"> ● Ensure that the booking and payment system is set at a maximum of 25 children per day in order to restrict how many children are able to be booked in on any given day. ● The provision of extra space for the group to be split and taken to alternative areas for the duration of the session/s until numbers reduce enough to enable the rejoining of the group and staff members. ● School administrators disallowing any extra bookings from parents/carers during the day, ensuring no extra children attend on top of those already booked through Team Bees' online system. 	<ul style="list-style-type: none"> ● Director ● Team Bees staff members ● School administrators
Entrance and exit to club setting causing people to congregate compromising social distancing	Staff, Children and Parents/carers	<ul style="list-style-type: none"> ● Parents/carers are encouraged not to wait at premises prior to collection, if they do then to remain in vehicle until collection is carried out. ● Children are to be escorted by a member of staff to the exit when ready and dismissed to the registered collector expediently. Collection is in windows of 15-30 minutes to reduce the risk of parents/carers overlapping during this time. ● Collectors are to use only the back entrance door for collection, this ensures collectors are stood outside in more space. 	<ul style="list-style-type: none"> ● Team Bees staff ● Parents/carers
Activities and sports causing children to come into close contact and encroach upon social distancing measures	Staff, Children	<ul style="list-style-type: none"> ● Ensure that all activities and sports are planned prior to session start with the distancing measures in mind and practically implemented. ● All children inducted to all safety measures at the start of the session and prior to any new activities. ● Sports and activities that require minimal close quarter engagement or gathering e.g. racket, strike and field, outdoor sports when possible. Indoor games to be done in carousels with distance between groups and individuals. 	<ul style="list-style-type: none"> ● Team Bees staff ● Team Bees Director
Overcrowding during break times, and sharing of snacks	Staff, children	<ul style="list-style-type: none"> ● Break times are to be done in the main hall space, ensuring groups are separate from each other but within safe distance of each other in case of an emergency. ● Snacks are not to be shared and hands are to be washed before and after eating with disposal of all waste and packaging. 	<ul style="list-style-type: none"> ● Team Bees staff
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different groups	Staff, children	<ul style="list-style-type: none"> ● Queuing zones for toilets and hand washing will be monitored. ● Children know that they can only use the toilet one at a time. ● The toilets are cleaned frequently. ● Monitoring ensures a constant supply of soap and paper towels. ● Bins are emptied regularly. 	<ul style="list-style-type: none"> ● Team Bees staff ● School cleaning staff

		<ul style="list-style-type: none"> Children are reminded regularly on how to wash hands and young children are supervised in doing so. 	
The use of shared spaces and specialist classrooms increases the risk of infection between groups	Staff, children	<ul style="list-style-type: none"> Larger spaces and specialist classrooms are used by one class at a time. Large and specialist spaces are cleaned and disinfected thoroughly before and after use. Large gatherings prohibited. When two or more “bubbles” come together in a shared space (e.g. for an assembly) they are kept separate and social distancing guidance is observed. Design layout and arrangements are in place to enable social distancing where possible. 	<ul style="list-style-type: none"> Team Bees staff
Movement around the school risks contact between groups	Staff, Children	<ul style="list-style-type: none"> Groups remain in their designated main hall or outdoor bases for most of their sessions. Staff moving between groups observe social distancing and hygiene procedures at all times. One-way systems are in place where possible. Corridors are divided where feasible. Appropriate signage is in place to clarify circulation routes. Pinch points and bottlenecks are identified and managed accordingly. Appropriate duty rota and levels of supervision are in place. 	<ul style="list-style-type: none"> Team Bees staff and Director
Type of activity and use of equipment could lead to cross contamination.	Staff and Children	<ul style="list-style-type: none"> Any sport undertaken within school will follow National Governing Body (NGB) guidelines If PE & sports activities include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, rackets, sticks, balls, gymnastics and athletics equipment: <ul style="list-style-type: none"> - Each person should be allocated their own item of equipment at the beginning of the session that they don't share with anyone else - All equipment used during the session should be thoroughly cleaned at the end of each session - all equipment will be wiped down / sanitised before the next group use it 	<ul style="list-style-type: none"> Team Bees staff and Director
Responding to cases of COVID-19 and local lockdowns			
The club is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	Team Bees staff, Director and children	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. (See section 2.1) Consistent groups are kept at all times. The school and local health protection team are contacted immediately for advice. Team Bees engages swiftly with the School and NHS Test and Trace if cases are suspected. Appropriate action is taken once advised by the local health protection team – this may mean that groups and some staff who have been in close contact with the person concerned may have to self-isolate for 14 days. 	<ul style="list-style-type: none"> Team Bees Director and staff School Headteacher and administration
An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements	Team Bees staff, children and parents/carers	<ul style="list-style-type: none"> A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the club closure period. Contact records for pupils, parents and staff are kept up to date. 	<ul style="list-style-type: none"> Director Administration

Risk assessments			
Risks are not comprehensively assessed in every area of the club in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	Staff	<ul style="list-style-type: none"> ● Risk assessments are updated or undertaken before the club reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> ● Different areas of the club ● When pupils enter and leave the club ● During movement around school premises ● During break times ● Delivering aspects of sport ● Parent/carer collection measures 	<ul style="list-style-type: none"> ● Team Bees staff ● Director
Hygiene and handwashing			
Inadequate supplies of soap and hand sanitiser mean that children and staff do not wash their hands with sufficient frequency	Team Bees staff and Children	<ul style="list-style-type: none"> ● An audit of handwashing facilities and sanitiser dispensers is undertaken before the club reopens and additional supplies are purchased if necessary. ● Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the week. 	<ul style="list-style-type: none"> ● Team Bees staff ● Director
Children forget to wash their hands regularly and frequently	Team Bees staff and Children	<ul style="list-style-type: none"> ● Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.. ● Staff monitor the extent to which handwashing is taking place on a regular and frequent basis. 	<ul style="list-style-type: none"> ● Team Bees staff
Childrens' behaviour on return to club does not comply with the new guidance on operating within groups	Team Bees staff and children	<ul style="list-style-type: none"> ● Clear messaging to children on the importance and reasons for operating in groups and on social distancing at other times is reinforced throughout by staff and through floor markings etc. ● Staff continue to model social distancing consistently. ● The movement of pupils around the school premises is minimised. ● Director monitors areas where there are breaches of the group model and arrangements are reviewed. ● Messages to parents reinforce the importance of adhering to the new arrangements. ● Wilful disobeying of rules relating to staying within groups and following hygiene procedures will be sanctioned appropriately. ● Large gatherings are avoided. 	<ul style="list-style-type: none"> ● Team Bees staff ● Director
The configuration of medical and first aid treatment may compromise social distancing measures	Team Bees staff	<ul style="list-style-type: none"> ● Social distancing provisions are in place for first aid treatment. ● Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. ● Procedures are in place for treatment areas to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Team Bees staff

Date completed: 2.9.2020

Completed by: Elliot Bee

Signed as approved: *Elliot Bee*