September September 2020 Reviewed and updated November 2020 - Amendments highlighted in red.

Staff members involved in discussion and changes: RM & WM

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| **Care Club extended school provision - COVID-19**  [Back to index](#bookmark=id.30j0zll) | | | | | | |
| **HAZARD** | **RISK GROUP** | **RISK** | **CONTROL MEASURES**  **(Describe the existing workplace precautions and**  **risk control systems in place)** | **Residual Risk Rating**  **HIGH**  **MED**  **LOW** | **Are Existing Controls Adequate?** | |
| **Yes** | **No\*** |
| Arriving to care club | Pupils  Staff  Parents  Others | Spread of Infection due to close contact | * one-way system introduced when parents bring pupils to school (e.g. They could enter through the carpark gates and leave via the school pedestrian gate) * Parents are requested to wear face coverings when dropping off and picking up children from Care Club. * Parents must leave/collect their child/ren at/from the entrance doors (red doors) and should not enter the building. * 2 metre plus rule to be enforced while they are waiting for staff to receive their children * The staff member, who is possibly outside enforcing the rules, should wear a face covering and gloves at their discretion. * Ensure that all children are recorded on the booking form. * Ensure that parents verbally declare that there are no Covid symptoms present. | Low | **✔** |  |
| Staff receiving child from Parent | Staff | Spread of Infection due to close contact | * Staff receiving children are encouraged to wear a face covering and gloves. * Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise) | Low | **✔** |  |
| Care club set up | Staff  Children | Spread of Infection due to close contact | * Where possible the hall must be set up maintain bubbles the children will be in within school. * Children can use equipment and resources within their group if they sanitise hands before and after use, and the equipment is cleaned after the session. * No sharing of resources between bubble groups within a session. * Children should not sit facing each other. * Children should stay in the same seats all session if possible. * Supervising adults should stay 1 meter plus apart at all times. * Tissues available in each group for pupils to use when coughing or sneezing and they must go into a bin after one use. * Where children may require extra assistance using PPE gear/staff discretion of risk should be used. * Staff member to consider wearing a face covering/visor and gloves at their discretion. | Med | **✔** |  |
| Children requiring using the toilet in care club | Children  Staff | Infection Control | * Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. * Create a rota for children to individually use their class dedicated toilets. * Hands should be washed at least once every hour. * Each class will have their own dedicated toilet facility where possible. | Low | **✔** |  |
| First Aid – minor treatment | Staff  Children | Spread of Infection due to close contact | * Where minor first aid treatment is required First Aiders must ensure that they wear gloves and a face covering when dealing with injuries. * Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. * Ensure records of injury and treatment are recorded and who administered first aid treatment. * Always wash hands after contact * Dedicated First aid / self isolation room should be used for all minor first aid. | Med | **✔** |  |
| First Aid – Life threatening | Staff  Children | Spread of Infection due to close contact | * In the event of a serious injury or incident call 999 immediately. * Wear face covering and gloves when in close contact or dealing with bodily fluids * In the event of CPR being required it is advised only chest compressions are given and use of a defibrillator if available. * Always wash hands after contact | Med | **✔** |  |
| First Aid & Medication | Staff  Pupils  Others | First Aid Procedures | * First Aiders must always wear gloves when administering first aid procedures. * Dedicated first aiders TH/KC * It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) * Any dressings used to be double bagged. * Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) | Med | **✔** |  |
| Intimate Care | Staff | Lack of Infection Control | * When staff are carrying out any intimate care they must: * Wear Gloves * Wear an apron * Wear a mask * Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) * Soiled clothes to be double bagged and given to Parents on collection of child. * Staff must wash their hands once gloves and masks are removed * A poster to be displayed of instructions which must be followed. * Record all intimate care carried out. | Med | **✔** |  |
| Children who are upset | Staff | Spread of Infection due to close contact | * Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. * Encourage child to use a tissue to wipe eyes/nose etc. * If contact is required, consider wearing a face covering. * Wash hands after contact | Med | **✔** |  |
| Children with behavioural issues | Staff | Spread of Infection due to close contact | * Where possible allow the child to vent their frustrations * Where possible allow child to be in a room on their own or outside * If team teach techniques are required, it is advised face coverings and gloves are worn. | Med | **✔** |  |
| Refreshments for children  Infection Control | Staff  Children | Spread of Infection due to close contact | * Children will sit in small groups and where possible sitting. * Children must not sit directly facing each other. * Wear gloves when preparing any fruit or toast * Ensure the kitchen surfaces have been wiped down with a mild disinfectant before and after preparing snacks and drinks. * When clearing up ensure gloves are worn when picking up / disposing of leftover food. * Wash all utensils in hot soapy water. | Med | **✔** |  |
| Spread of infection | Staff  Pupils  Others | Lack of infection control | * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. * Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. * Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. * Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. * Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. * The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. * Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil’s parents where necessary. | Med | **✔** |  |
| Emergencies | Staff  Pupils | Infection Control | * All staff and children’ emergency contact details are up-to-date, including alternative emergency contact details, where required. * Children’ parents are contacted as soon as practicable in the event of an emergency. * Staff and children’ alternative contacts are contacted where their primary emergency contact cannot be contacted. | Med | **✔** |  |
| Poor hygiene practice | Staff  Pupils  Others | Ill Health | * Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. * Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance. * Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. * Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. * Pupils are forbidden from sharing cutlery, cups or food. * All cutlery and cups are thoroughly cleaned before and after use. * Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. * A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England | Med | **✔** |  |
| Ill health | Staff  Pupils  Others | Coronavirus  Symptoms | * Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. * Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. * All staff and children to engage with the gov track and trace protocol. Office staff to inform Staffordshire of any confirmed or suspected cases [C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk) * The relevant member of staff calls for emergency assistance immediately if pupils’ symptoms worsen. * The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. * Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. * Unwell pupils who are waiting to go home are kept in the isolation room (library) where they can be at least two metres away from others. * Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. * If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. * Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. * Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. * Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. | Med | **✔** |  |
| Spread of infection | Staff  Pupils  Others | Lack of infection control | * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. * Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. * Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. * Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. * Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. * The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. * Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil’s parents where necessary. | Med | **✔** |  |
| Poor management of infectious diseases | Staff  Pupils  Others | Lack of infection control | * Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. * Staff are vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the Headteacher or SLT as soon as possible. * The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. * The school is informed by pupils’ parents when pupils return to school after having coronavirus – the school informs the relevant staff. * Staff inform the headteacher when they plan to return to work after having coronavirus. * A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. * All staff and children to engage with the gov track and trace protocol. Office staff to inform Staffordshire of any confirmed or suspected cases [C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk) | Med | **✔** |  |
| Lack of communication | Pupils  Staff  Parents  Others | Infection Control | * The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. * The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. * Schools put into place any actions or precautions advised by their local HPT. * Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. * All staff and children to engage with the gov track and trace protocol. Office staff to inform Staffordshire of any confirmed or suspected cases [C19LOC.education@staffordshire.gov.uk](mailto:C19LOC.education@staffordshire.gov.uk) * Staff contact with class records must be filled out daily to support track and trace in the event of an outbreak. | Med | **✔** |  |
| Cleaning while school open | Staff | Infection Control | * All hard surfaces to be cleaned on a regular basis, this will include * All door handles * All tables and chairs used by staff and pupils * Toilet flushes and regular cleaning of toilets. * All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. * Cleaning rotas must be completed, signed and dated. * Regular cleaning of surfaces will reduce the risk of spreading the virus. * All used cloths thrown away to be double bagged and then placed in a secure area i.e. lidded bin. | Med | **✔** |  |
| Statutory Tests and Inspections | Staff  Pupils | Health & Safety  Infection Control | * Statutory inspections to continue but with social distancing in place at all times. * In-house inspections should continue to ensure the school remains as safe as possible. | Low | **✔** |  |
| Contractors in school | Staff  Pupils | Health & Safety  Infection Control | * Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. * Records of all school visitors along with a mobile telephone number must be kept for a period of at least 21 days. * Contractors are asked to wear a face covering * Control measures regarding the Coronavirus must be included within their RAMs. * School to ensure no pupils or staff are in the area where contractors are working. * Contractors will be designated a toilet they can use whilst on site. * Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. * They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. * If they become aware of a contractor coming down with symptoms within 14 days of being at the school, they must inform the school immediately. | Low | **✔** |  |
| Emergencies | Staff  Pupils | Infection Control | * All staff and pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required. * Pupils’ parents are contacted as soon as practicable in the event of an emergency. * Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted. | Low | **✔** |  |