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| **CARE CLUB - COVID-19** | | | | | | |
| **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 school | Pupils  Staff  Parents  Others | Spread of Infection due to close contact | * 2 metre rule to be enforced while parents and children are waiting for staff to receive them. Clearly marked out 2 metre distances. * Staff member outside enforcing the rules should wear a face covering and gloves if they desire. * 1 way system in place |  |  |  |
| Staff receiving child from Parent | Staff | Spread of Infection due to close contact | * Staff receiving children to consider wearing a face covering and gloves. Staff discretion. * Staff will direct children to either use the hand sanitiser (will be available) and proceed to their classroom or they will be directed to the wash rooms to wash their hands (member of staff will supervise) |  |  |  |
| Hall set up | Staff  Children | Spread of Infection due to close contact | * The classroom must be set up to ensure a 2-metre rule is in place between each child (unless siblings in the same class and they may sit together) * Tissues available on each table for pupils to use when coughing or sneezing and they must go into a bin after one use. * Hall divided into 4 bubbles to correspond with classes. |  |  |  |
| Support of children | Staff  Children | Spread of Infection due to close contact | * Teaching staff must keep that safe distance at all times where possible when teaching. * Where children may require extra assistance a 2 metre rule must try to be enforced. |  |  |  |
| Children requiring using the toilet in care club time | 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. |  |  |  |
| Outside times | Children | Spread of Infection due to close contact | * Children informed again of the importance of social distancing whilst outside. * Look at providing activities which can abide by the rules. * Supervising staff must keep a 2 metre distance from each other at all times. * staff to pan for children to be outside as much as possible |  |  |  |
| Equipment | Children  Staff | Spread of Infection due to close contact | * Children to use own pencil cases for art and craft,etc * Work produced in care club to be sent home in sealed envelopes each night. * Classroom based resources, such as books and games, can be used and shared within the care club bubble; these should be cleaned regularly, along with all frequently touched surfaces. * Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. |  |  |  |
| First Aid – minor treatment | Staff  Children | Spread of Infection due to close contact | * Where minor first aid treatment is required First Aiders must ensure 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 |  |  |  |
| 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. Emergency PPE kit will be in school office * In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. * Always wash hands after contact |  |  |  |
| First Aid & Medication | Staff  Pupils  Others | First Aid Procedures | * First Aiders must always wear gloves when administering first aid procedures. * 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) |  |  |  |
| 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/face shield * 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. |  |  |  |
| 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 |  |  |  |
| 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. |  |  |  |
| Children leaving at the end of the school day.  Primary | Staff  Parents  Others | Spread of Infection due to close contact | * One way system in place with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule. * Staggered leaving times in place. * Children released when Parent is next in queue and child will be fetched from classroom. |  |  |  |
| Children leaving at the end of the school day.  Secondary | Staff  Parents  Others | Spread of Infection due to close contact | * Students to be informed of the requirement to maintain 2 metre rule when leaving school. * Staff on duty outside to ensure students leave in a safe manner. * Consider wearing face covering. |  |  |  |
| Parent wishing to talk to staff | Staff | Spread of Infection due to close contact | * Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed. * Parents will be discouraged in congregating around the school site. |  |  |  |
| Awareness of policies / procedures / Guidance | Staff  Pupils  Others | Inadequate information | * All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. * All staff are able to access the following information on-line for up to date information on COCID-19 * Public Health England * Gov.co.uk * NHS * DfE * Department for Health and Social Care * The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) * Staff are made aware of the school’s infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. * Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. * Pupils are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. |  |  |  |
| 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 |  |  |  |
| 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. * 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 an area 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. |  |  |  |
| 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. |  |  |  |
| 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. |  |  |  |
| 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. |  |  |  |
| 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. * 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. lockable bin. |  |  |  |
| 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. |  |  |  |
| 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. * 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. |  |  |  |
| 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. |  |  |  |
| Serving meals | Kitchen Staff | Lack of infection control | * If Kitchen Staff have to stand close together whilst serving meals or concerned of the volume of children being served they should consider wearing a face covering. Please note they **must not** be worn near naked flames. |  |  |  |
| Assisting Pupils or Cleaning while Pupils in dining hall | Kitchen Staff | Lack of infection control | * If required kitchen staff can wear a face covering while cleaning in high populated areas. * When cleaning tables wear gloves and use a disinfectant spray and dispose of cloth in a double bagged bin after use. * If using reusable cloths these must be placed in a 60 degree wash cycle along with any tea towels / oven gloves used. |  |  |  |
| Spread of infection | Kitchen Staff | 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. * Kitchen staff do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. |  |  |  |
| Poor management of infectious diseases | Kitchen Staff | Lack of infection control | * Everyone is instructed to monitor themselves and others and look out for similar symptoms if a staff member has been sent home with suspected coronavirus. * Kitchen Staff are vigilant and report concerns about their own, a colleague’s or other’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. * Kitchen Staff inform the headteacher when they plan to return to work after having coronavirus. |  |  |  |
| Cleaning and Disinfection of areas where there has been **no suspected** cases of COVID -19 | Kitchen Staff | Infection Control | * Kitchen Staff must ensure they have received the appropriate training in using the cleaning chemicals prior to starting cleaning regime. * All kitchen staff must have sufficient PPE available and know how to use it correctly. * Disposable gloves to be worn at all times (avoid touching the face and mouth when wearing gloves. * Continue to use standard cleaning products (these usually are anti-bacterial. * 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 toilet area. * 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 normal waste. * Ensure Kitchen Staff wash hands with hot soapy water for at least 20 seconds or a hand sanitiser if not available (must be at least 60% alcohol based) |  |  |  |
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