

Manor Farm Holiday Club Risk Assessment

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS



School and EY provision employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments in educational settings. This is not a generic risk assessment that just applies to every setting. It is important that Headteachers/managers go through and adapt the risk assessment for their own school or early years setting. It is strongly recommended that you involve employees in the risk assessment process. Once complete share the findings and provide any instruction needed to implement measures. Local monitoring must also follow to ensure measures are implemented and controlling the risks.

COVID-19 Risk Assessment for Manor Farm Slimbridge Site

Current update 20/12/2021 in relation to easing of restrictions main changes highlighted

Adopted by Hannah O'Brien 21/05/2020 (under constant review)

updated ; 4/6/2020, 23/8/20, 10/10/2020, 17/11/20 LD2, 3/12/2020 , 4/1/2021, 26/5/2021, 20/12/2021

ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing.

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building	Prepare Employees and Parents and pupils	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). Doors and windows should be opened prior to children arriving and weather permitting kept open during sessions. Where possible the entire session should be conducted outdoors. Including 	<ul style="list-style-type: none"> Involve employees in plans to return to Manor Farm Slimbridge setting and listen to any suggestions on preventative measures that can be taken. Staff are to be given a COVID 19 operational practise induction by Hannah O'Brien prior to their first day back in the setting. This will include effective donning and doffing of PPE equipment when 	<ul style="list-style-type: none"> Entry points to the setting controlled (including deliveries). Building access rules clearly communicated through signage on entrances. Parents' drop-off and pick-up protocols to minimise contact. Club start times staggered so children/class groups arrive at different times. Floor markings 	<ul style="list-style-type: none"> Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable, but it is acknowledged that this is not always possible in schools/early years settings. However, all the measures in this assessment are aimed at reducing transmission risk. Reduced group sizes or children numbers. 	<ul style="list-style-type: none"> Sufficient handwashing facilities are available. Including outdoor hotwater hand wash station. Where there is no sink, hand sanitiser provided in activity rooms/outdoor spaces or at entrances. . Frequent hand washing encouraged for adults and children(following guidance on hand cleaning). Hands cleaned on 	<ul style="list-style-type: none"> Consultation with employees and trades union Safety Reps, OOSA on risk assessments. Risk assessment published on website. Nominated employees tasked to monitoring protection measures. Employees encourage to report any non compliance. The effectiveness of prevention measures will be

<p>lunch and snack times.</p> <ul style="list-style-type: none"> • COVID-19 posters/signage displayed including our own 'animal themed' handwashing song to encourage the children to wash hands for 20 seconds. • Modify entrance to maintain social distancing using floor markings. • In areas where queues may form, put down floor markings to indicate distancing. • Can separate doors be used for in and out of the building (to avoid crossing paths). • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). 	<p>assisting an ill person. Hannah will support staff on site during their first day back, this will include a one to one at the end of the day for feedback and emotional support.</p> <ul style="list-style-type: none"> • Clinically vulnerable staff and children can attend however extremely clinically vulnerable individuals are advised not to attend at this time. • Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity. • Where necessary individual risk assessments for employees and pupils/children at special risk (take account of medical advice). • Review EHCPs where required. • Those who have covid symptoms, or who have had a positive lateral flow test should isolate and seek a PCR. 	<p>outside settings to indicate distancing rules (if queuing during peak times).</p> <ul style="list-style-type: none"> • Hand sanitiser provided at all entrances. • Visitors do not sign in with the same pen or touch screen devices in reception. • Staff on duty outside setting to monitor protection measures and to greet children at the staggered drop off. Also to oversee collection times. • Parents required to wear a mask if entering the building unless exempt. <p>> Staff required to don a mask if parents require a socially distanced conversation at drop off.</p> <p>> Children over 11 years old will be required to wear a mask indoors when a two meter distance cannot be achieved.</p>	<ul style="list-style-type: none"> • Children groups kept together throughout the day and do not mix with other groups. • Groups do not mix to play sports or games together. • The number of children in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific group(s). • Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings). • Packed lunch only during lunch and snack with children eating outside (weather permitting). • Limiting the number of pupils/children who use the toilet facilities at one time. • Clean toilets between use. • Groups use the same room or area of a setting throughout the day. • seat children in the same place where possible. 	<p>arrival at the setting, before and after eating, and after sneezing or coughing. Before and after playing outdoors.</p> <ul style="list-style-type: none"> • Young pupils/children encouraged to learn and practise good hygiene habits through games, songs and repetition. • Staff help is available for children who have trouble cleaning their hands independently. • Adults and children are encouraged not to touch their mouth, eyes and nose. • Be vigilant to children putting items in their mouths etc. and make sure these are dealt with immediately. • Adults and children encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') All children are issued with pocket tissues on arrival. • Bins for tissues 	<p>monitored by the setting leaders and ultimately by Hannah O'Brien</p> <ul style="list-style-type: none"> • This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.
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<ul style="list-style-type: none"> Organise activity rooms for maintaining space between seats and desks Arrange rest areas outdoors and indoors two meters from other workstations. Inspect activity rooms and remove unnecessary items. Remove soft furnishings, soft toys and toys that are hard to clean. <ul style="list-style-type: none"> Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. Include our own fun handwashing song poster. 	<ul style="list-style-type: none"> Information shared about testing available for those with symptoms. Remote communication via our virtual visits weekly vlogs keep communication and continuity for children at home. Assess how many employees are needed in the setting and identify those that can remain working from home. Current opening is to all children Reviewing timetables to decide which activities will be delivered on what days. 	<p>> All staff will be required to attend Covid 19 E-learning and inhouse training and to keep certificates in thier CPD file upon return to work.</p>	<ul style="list-style-type: none"> Dynamic plan to move activities and registration outdoors on the day if weather allows. Rooms accessed directly from outside where possible. The occupancy of staff rooms and offices limited. Radios provided and/or encouraging use of phones to communicate 	<p>provided and are emptied throughout the day. Waste is double bagged stoored in the locked external brick shed for 72 hours before being placed in outdoor bins for collection.</p> <ul style="list-style-type: none"> Spaces well ventilated using natural ventilation (opening windows) or ventilation units. Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. Sanitising spray and paper towels to be provided in activity rooms for use by members of staff. Thorough cleaning of rooms at the end of the day. Shared materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, phones etc.). 	
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<ul style="list-style-type: none"> • A COVID-19 message to display on screens when locked. • Ensure outdoor warm water hand washing station uses social distancing floor markings. • Ensure regular highstandards and contamination preventative measures from animal enclosures. • Small animal enclosures hadles to be regularly cleaned. 	<ul style="list-style-type: none"> • Smaller groups identified (with no more than 15 pupils per small group to one playleader and, if needed, an assistant). • Identify and plan activities that could take place outdoors. • A maximum of 15 children and two staff caring for the group should have access to a designated building each day. Outdoor areas should be used on prearranged rotation. • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on settings website). • Parents informed only one parent to accompany child to our settings. • Parents and pupils/children encouraged to walk or cycle where possible. • Staggered drop-off and collection times planned and communicated to 		<p>on duty at breaks to ensure compliance with rules.</p>	<ul style="list-style-type: none"> • Toys and play equipment appropriately cleaned between groups of children using it, and not shared with multiple groups. • Equipment used in practical lessons cleaned thoroughly between groups. • Children encouraged to use natural rrsources, i.e a stick to dig in the earth and then discarded in a bush to minimize the need for outdoor reusable resources. Outdoor equipment not used; or • Outdoor equipment appropriately cleaned between groups of children; • Multiple groups do not use outdoor equipment simultaneously. • No shared resources being taken home. • Staff and children required to wash hands before and after contact with animals. • In line with animals 	
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	<p>parents.</p> <ul style="list-style-type: none"> • Made clear to parents that they cannot gather at entrance gates or doors. • Encourage parents to phone setting and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). • Discourage parents and children from bringing in toys and other play items from home. This has always been our policy to avoid damage. • Communications to parents (and young people) includes advice on transport. • Daily fun briefing to pupils/children on club rules and measures with reminders before leaving rooms or free play times. • Review behaviour policies to consider how pupils/children purposefully not following distancing rules will be managed. • Employees fully briefed about the 			<p>for exhibition license requirements animal petting will be logged in our usage record.</p> <ul style="list-style-type: none"> • Avoid sharing books and other materials. • No books or work handed in on paper. Use electronic submission or if paper put in quarantine (e.g. for 3 days). • Procedures should someone become unwell whilst attending school. • Staff providing close hands-on contact with children need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. <p>NOTE:</p> <p>Staff can choose to wear a face covering but are not required to do so.</p> <p>ALL staff are required to lateral flow test twice per week and to isolate and seek a PCR test if they get a positive lateral flow</p>	
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				<p>or develop covid symptoms.</p> <p>In the event of a positive covid case the advice of Test and trace will be sought and Ofsted will be informed.</p> <p>Please see our covid policy and outbreak management plan.</p>	
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	<p>plans and protective measures identified in the risk assessment.</p> <ul style="list-style-type: none"> • Regular (daily) staff briefings. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, hygiene suppliers). • Communication with others (e.g. extended school provision, lettings, regular visitors, etc.) • Limit visitors by exception (e.g. for priority contractors, emergencies, social care teams etc.). • Keep parent appointments / external meetings on a 'virtual platform.' 			<p>Other situations when PPE may be necessary are;</p> <ul style="list-style-type: none"> • Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way; • if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. <p>Employees providing first aid to Children will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> • washing hands or using hand sanitiser, before and after treating injured person; 	
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				<ul style="list-style-type: none"> • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely. <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p>	
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