

Sandmartins Activity Club Covid 19 Risk Assessment

As well the measures shown below in this Risk Assessment SOCIAL DISTANCING RULES will be followed. In addition this Risk Assessment will be reviewed weekly to ensure any changes to Government Guidelines are shown on the Risk Assessment.

Area of Risk	People Affected	Risk Level (H/M/L)	Existing Controls in place to manage Risk	New Risk Level H/M/L	New Controls to be introduced to reduce Risk
Entrance Area Dropping off	Children Staff Parents/ Carers	M	Buzzer systems at entrance by blue double gates to gain access to site. Second safety system in place to enter building controlled by staff from within the building. Parents are able to accompany their children into the building.	L	Sanitizer situated near buzzer to use before touching buzzer system. Parents will be unable to gain access to the building without prior arrangement. A mask must also be worn. All entrances and exits have been made clear to aid social distancing and signs displayed.
Collection	Children Staff Parents/ Carers	M	As Above to gain access	L	On pressing the buzzer at the blue double gates and speaking to a member of staff children will be released to their parent/guardian outside of the building by a member of staff.
Entering Main Building/ Cloakroom Area	Children	M	Separate boxes are provided for drinks bottles and book bags, children have access to different areas of the room.	L	All belongings must be kept together in one bag and clearly labeled. Room divided up to keep groups separate.
Serving of Food & Drinks for Breakfast Club & Snack	Children	M	Children are encouraged to pour out drinks & help themselves to food at the breakfast bar. Children also help to prepare snack. Food is eaten in groups	L	All foods and drink will be prepared by the staff paying strict attention to hygiene and cross contamination. Food will served at staggered times and eaten in their allocated areas. Children will not sit facing each other.

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Toileting & Hand Washing	Children	H	Children are able to freely use the toilet and wash their hands Liquid soap and hand towels available. Children line up to use facilities before eating snack Cleaning after each session.	L	Only one child at a time to the toilet area. A special card will be issued by a member of staff by way of permission and returned for cleaning and toilet area checked & sanitized. Hand drying replaced by paper towels & anti bac liquid soap. Paper towels disposed of in swing bin outside of toilet area.
Activities Indoors	Children	H	Children are able to bring in certain items to play. A variety of resources are made available at each session which are safe and monitored by staff.	L	No toys or personal items to be brought into the club from home. Items that cannot be made safe by the cleaning process will be removed until further notice. In depth cleaning process will be carried out after each session.
Activities Outdoors	Children	M	Children are able to have free access to equipment and resources under the supervision of a member of staff.	L	Equipment that cannot be thoroughly cleaned after use will be removed. Allocated area for each year group to play in. A large marquee has been erected. An outdoor building has also been made available for additional space particularly if weather poor.
Visits & Deliveries	Children Staff	M	Access given through buzzer system by members of staff. Safeguarding Measures.	L	Parents/Carers will only be able to visit the building by prior arrangement. No deliveries on site. A mask must be worn before entering the building.
Show signs of Covid 19	Children Staff Parents Families	H	Where any child is found to be unwell their parent/Carer will be contacted and asked to collect their child.	M	Those who show any signs/symptoms will be isolated from the rest of the children. Their parents/Carer contacted and asked to collect them. A member of staff will wear PPE whilst monitoring a child. Test and isolation to take place.

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Office Area Daily Routine	Staff	M	Parents and staff have free movement in the office area.	L	Access only by staff restricted to one at any one time. No paper invoices all to be sent by email. Payments to be made online. We have revised our daily environment check to include new practices.
Behaviour Issues	Children Staff	M	Behaviour agreement in place signed by parent/guardian and the child. Behaviour Policy	L	Where a child does not settle to the changes & the new environment which have been made to keep them safe they may not be able to continue to attend. Where a child continues to be disruptive their parent/guardian will be contacted and asked to collect their child in a bid to keep everyone safe.
Ventilation	Children Staff	M	Ventilation system in place	L	Expert advice sort and systems changed to extract and circulate air from outside. Window and doors to be open where safe and weather permitting..
Hygiene	Children	M	Children are continually reminded of washing their hands after toileting, before food and after sneezing or coughing. All surfaces are cleaned before food is eaten Health & Safety Policy Food Hygiene Policy	L	Children will only access the washing facilities singularly. Paper towels will be disposed of in the swing bin provided. Frequently used surfaces such as door handles, work surfaces will be cleaned regularly with antibacterial spray.

All Staff have received Covid 19 training through Whitehorse Training.

Parent/Carers to complete Coronavirus/Covid 19 Agreement Form before Child/Children attend Sandmartins