

Gosforth Park Out of School Club Ltd
Summer Holiday Risk Assessment and Plan – July 26th to September 3rd 2021

This document has been put together by the two directors of Gosforth Park Out of School Club (GPOSC) in consultation with the senior management. It is written in response to the announcement by the government that the country will be moving to Step 4 of the Covid-19 Roadmap.

The government state the following regarding Step 4: “This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

The decisions we have made are based on the current government guidance that wraparound childcare and other organised activities for children may take place in groups of any number and that it is no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’), whilst still being aware that the virus is circulating at a high rate particularly in our region, albeit the rate of serious illness is not as high. There is a risk of children or staff contracting the virus and spreading it to others and/or having to self isolate as a direct contact of someone else who has tested positive.

Risk

Spread of virus via staff and children mixing with other children and adults.

Mitigation

Children attending will range in age from 4 to 13. We have a large hall plus dining hall along with an extensive outdoor area comprising a large playground and playing field.

To minimise the number of contacts any one child or adult has we will continue to operate in groups of approximately 10 children with 1 member of staff. These groups will be kept as consistent as possible, given attendance patterns of children, but there will be some crossover between groups if necessary for operational reasons or for the well being and happiness of the children. This will mean that if there is a local outbreak and we are instructed to do so we will easily be able to revert back to the operating plan of Summer 2020. If a child within a group tests positive the whole group will not necessarily have to self isolate, but it will make it easier to identify who classes as a close contact.

All sessions will be run outside as much as possible. When the hall is used then each group will be kept in a separate area of the school hall/dining hall.

Each group will have its own toilet cubicles to use and we will aim for children to use the toilets only at certain times throughout the session in groups supervised by a member of staff

rather than a constant flow back and forth. No child will however be prevented from using the toilet if they are desperate.

Breakfast and tea will be served separately to each group in their own area so there will be no sharing of space. Cereal and milk will be served as always in the mornings with bread rather than toast to minimise mess in the different areas.

All activities will be run separately in the groups.

All staff will continue to keep at least two metres away from each other. All staff meetings and training will continue to be carried out virtually.

Risk

Risk of virus spread via parents congregating at drop off and pick up times.

Mitigation

Parents will not be able to enter the premises but will be asked to come to the door to ring the bell then to step back to wait for the door to be answered. If the children and staff are all outside a note will be left on the door advising so and parents in this instance will need to come to the gates to the school playground or to call the mobile phone to alert the staff to their presence.

Staff will mark the register with arrival and collection times and who collected the child. Necessary conversations between staff and parents can be carried out at a distance of more than 2m at the gates to the playground or from the top of the ramp. Alternatively these conversations can be had by text or mobile phone call.

The only people to enter the premises are staff involved in direct childcare and children.

Food is delivered on a Monday by Asda who leave the delivery outside the door for staff to bring in. All other supplies are delivered directly to the club at the school address with contactless delivery.

Risk

Points of crowding – collecting coats and/or belongings to go outside to play, fire alarms and fire drills.

Mitigation

Fire alarms and drills – the separate groups will leave the building by separate entrances, using the main door and the fire exit doors. If an entrance is blocked the group will leave by the next nearest exit.

All groups will assemble on the school playground keeping in their separate groups.

Each group will have a separate register to be able to check children.

Children will collect belongings and go outside with their group.

Risk

Passing on of virus by contact with contaminated surfaces and via air.

Mitigation

All staff and children to wash hands, using sanitiser as soon as they arrive, before food preparation and eating, after eating, when coming in from outside and when leaving the club. Separate hand sanitisers will be available to each group and hand washing using sanitiser will be closely supervised by staff to ensure that it is done thoroughly.

All dining and food preparation tables to be cleaned down thoroughly with antibacterial cleaning product before and after use. The usual method of a dry wipe first to clear debris followed by a spray wipe with antibacterial product will be used. Disposable cloths/kitchen roll will be used, which will then be disposed of in tied bags in the bins which are emptied at the end of each day.

Frequently touched surfaces will be cleaned down with antibacterial cleaning product twice during each half day session– door handles, light switches, door bell, toys, toilets. All staff to always have a pack of antibacterial wipes on them to do this.

Coat racks and equipment to be wiped down using antibacterial cleaning product before each session.

No soft furnishings to be used – eg rug, blankets, cushions.

No toys that are difficult to clean, eg with intricate parts

The pool table and football table will be rotated between the groups and will be cleaned down between each group.

Children will not be able to bring items or toys from home.

We will keep as many windows open as possible.

We will keep doors down to toilets propped open but hall door and main door closed for security.

All outdoor equipment will be cleaned when taken out of the shed and if passed between groups. One group at a time to have access to this fixed equipment. Parts of the equipment that are held on to by hand – eg the hand rails on trim trail, the climbing wall, the pirate ship wheel and rails will be cleaned by staff before the children use them. The picnic tables and benches will be cleaned before use.

“Catch it, bin it, kill it” technique will continue to be used throughout the setting. When children and staff cough or sneeze they must use tissues, double bagged in two tied nappy sacks, then placed in the bin. These bins will be emptied at the end of every before and after school session.

Tea towels are used for washing dishes after snack time and are taken home by staff to be laundered. They will be laundered in accordance with the manufacturer’s instructions. The warmest water setting will be used and items dried completely. Tea towels can be washed together with other items. Dirty tea towels will not be shaken out. Tea towels will be transported between the club and the staff member’s home in sealed bin bags or plastic bags which will be thrown away when used.

Public health and government guidance states there is no need for PPE, however if a child becomes ill with a persistent cough or high temperature or loss of sense of smell they will need to be isolated from the rest of the group with one member of staff. The staff member looking after them until parents arrive will wear mask, gloves, apron and safety goggles or

glasses if there is a risk of exposure to eyes via coughing or spitting.

We will discourage children from touching each other and avoid activities that would bring children into close proximity for extended periods (eg playing inside dens, working together on the same Lego model, reading a book together, etc). However as a play setting it would be unrealistic to insist that children maintain a rigid 2m distance apart at all times

Parents/carers will be asked to put sun cream on children as necessary before they attend. If it needs topping up through the day the staff will supervise children in doing this but will not be able to actually apply it.

Adults to keep more than 2m apart and avoid face to face interactions with children for any length of time (over 15 minutes) and with adults all together. Side to side interactions are safer.

Any staff member or child who is displaying symptoms or has displayed symptoms (cough, fever, loss of smell/taste), in the previous 7 days, should not attend the club unless they have tested negative for coronavirus.

IF A CHILD OR STAFF MEMBER DEVELOPS SYMPTOMS

Children, staff and other adults should follow public health advice on when to self-isolate and what to do - [Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk). They should not come into our setting if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example they are required to quarantine or have a positive test.

If a staff member develops symptoms they will be sent home immediately. They will be asked to get a covid test and if this is negative they will be able to return to work straight away assuming they are well enough. Any rooms they use should be cleaned after they have left.

If a child develops symptoms they will be separated from everyone else and isolated with one member of staff wearing PPE (see above). A window should be opened for fresh air ventilation if possible. Parents will be asked to collect the child straight away.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

The household (including any siblings) should follow the PHE stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.

Once the child or member of staff has left the setting we will ensure all areas they have been in are disinfected and any PPE and other waste is safely disposed of. This will be done

according to the government guidelines for decontamination in a non health care setting, see Appendix A.

We have 7 staff who have an up to date Paediatric First Aid qualification so we will always be able to ensure that one of them is present at any session. One of the senior managers is our safeguarding lead, if she has to be off work then one of our directors, who does not work as a child carer is the other safeguarding lead and can be contacted by all members of staff for any safeguarding issues.

As part of the national test and trace programme, if other cases are detected within the setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take.

COMMUNICATING WITH STAFF

All staff will be sent this document and offered a phone call or video call with the senior managers and/or directors to discuss this further if they wish.

The guide to donning and doffing standard PHE equipment will be sent to all staff.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf

COMMUNICATING WITH PARENTS

All parents of children attending the club in the holidays will be sent a copy of this document. The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. They may have had to deal with bereavement and we will need to consider the mental health, pastoral and wider health and well being support children may need. Parents will be asked to let us know of any concerns in this area they may have before the children attend.

ONGOING RISK ASSESSMENT MONITORING

Staff will, as always, place close attention to any new risks that become apparent and find ways to mitigate these as soon as possible.

Appendix A

Government guidelines for decontamination in a non health care setting

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.

3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

References

[Protective measures for out-of-school settings during the coronavirus \(Covid19\) outbreak](#)