**Bruntsfield Parent Council After School Care Clubs Risk Assessment**

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| Department |  | Unit/Section |  |
| Date of assessment |  | Assessor(s) |  |
| What is the activity? | **After school clubs**  **Reducing the risk of spreading COVID-19** | Where is the activity carried out? |  |

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | | **Done** | |
| **Building Related** | | | | | | | | |
| Keyholding (Access to building) |  | Normal business action applies | - |  |  | |  | |
| Access routes for emergency vehicles |  | Normal business action applies | - |  |  | |  | |
| Fire Evacuation | All children and staff in the building | The current evacuation plan stands.  One way system on stairs will not apply in a fire evacuation situation and the nearest available exit should be used.  Classes use whole playground to line up during Fire Drill. | - |  |  | |  | |
| Issues with heating |  | Normal business action applies  Heating has been increased due to increased ventilation during Covid 19. |  |  |  | |  | |
| Issues with water supply (i.e. lack of water, legionella) | Pupils and staff | There have been checks and the regular running of taps over the closure period.  Water is safe to use/drink | - |  |  | |  | |
| Flooding |  | Normal business action applies |  |  |  | |  | |
| Issues with gas |  | Normal business action applies |  |  |  | |  | |
| Issues with electricity |  | Normal business action applies |  |  |  | |  | |
| Weather related issues |  | Normal business action applies |  |  |  | |  | |
| Property issues (e.g. icicles, overhanging snow, damage to buildings) |  | Normal business action applies | Snow Schools not in place to reduce spread of infection.  Risk Assesment to be completed if required. | CEC  HT |  | |  | |
| Asbestos |  | Normal business action applies |  |  |  | |  | |
| Issues within the school grounds (e.g. trees, playground equipment, tarmac |  | Normal business action applies |  |  |  | |  | |
| Lack of FM staff (i.e. Facilities technicians, catering or cleaning staff) |  | If there is no Facility Technician we would need reasonable cover provided.  If there is no cleaning done we would be unable to open safely. |  |  |  | |  | |
| Local Significant Occurrence |  | Normal business action applies  Follow NHS advice if a positive case of Covid-19 is reported in Club. |  |  |  | |  | |
| **Restricted attendance at Educational Establishments** | | | | | | | | |
| Infecting others | Staff and Pupils | Household isolation (Stay at home) instruction to all staff and pupils to stay at home if symptomatic or any household member is symptomatic until PCR test is negative**. If positive, 10 days isolation required.**  Shielding – Any employee/child considered to be at extremely high risk of severe illness with COVID-19 instructed to follow and follow Scottish Government advice (shielding if appropriate).  Children or staff at increased risk have an individual risk assessment completed to determine support and attendance.  Anyone displaying symptoms of coronavirus in the Club (COVID-19) are contained in the agreed Isolation Unit (the Meeting Room) and sent home immediately. These symptoms may include high temperature and/or new and continuous cough and/or a change in sense of smell/taste.  Testing: if you have symptoms, tests can be arranged via the NHS Website. <https://www.gov.uk/get-coronavirus-test> | Follow up to date guidance regarding isolation.  Staff and pupil continue to follow latest Scottish Government updates on Sheilding as information changes.  Update staff Risk Assessments as required.  Risk assessments to be updated as information changes.  Strict adherence to Test and Protect measures. |  |  | |  | |
|  | Club Staff | All staff are encouraged to complete asymptomatic LFD testing twice per week.  Instructions must be followed and results recorded as detailed in the guidance shared. |  |  |  | |  | |
| **Physical distancing requirements** | | | | | | | | |
|  | All Staff | When in Levels 0-4  Strict adherence to 2m physical distancing between adults, including parents at drop off and pick up times.  Face coverings to be worn if 2m distancing cannot be maintained and when moving around the school. |  |  |  | |  | |
| During the group activity |  | Maximum numbers of pupils in learning spaces to be in accordance with national guidance with furniture and resources set out to accommodate accordingly.  Ensure class or group is kept as a group as much as practically possible.  Ensure sufficient equipment is available for each room/group space.  *Staff remind pupils of physical distancing requirements.*  Discourage sharing of resources (particularly stationary, books or small objects that are difficult to clean between uses).  Physical games modified to avoid handshakes or physical contact when possible.  Staff to be aware of physical distancing restrictions in their dedicated spaces e.g. staffrooms, offices and toilets  Ventilation: all staff to check windows are open each morning. If not, contact FT and BM for support.  Face coverings to be worn on public transport and when entering and moving around the school.  Face coverings to be worn if 2m social distancing in class cannot be maintained plus in corridoors and communal spaces.  Face coverings to be worn if more than one adult in the room.  Staff to open windows at key points in the day to change air and follow CEC advice and updates. | Clean after each group and before leaving.  Monitor to ensure it is maintained and adapt if required. | Staff | Ongoing | |  | |
| **Hygiene** | | | | | | | | |
|  | Staff and Pupils | Continue:  For all occupants, handwashing should be encouraged before and after any activity, such as meal times, break times, entering and exiting the building and sporting activities.  Posters are displayed around the school.  Encourage and instruct all individuals to wash their hands with soap and water for 20 seconds frequently..  If younger pupils have difficulty washing their hands properly, ensure help is available.  Supervise younger pupils or those with additional needs if required.  Adequate and appropriate facilities are available, e.g. can reach hand soap etc.  Encourage pupils not to touch their face, use a tissue or elbow to cough or sneeze, and use bins for tissue waste.  Where handwashing facilities are not immediately accessible then use alcohol based hand rub, e.g. at entry points to the school, dining halls etc.  Touchable surfaces that are more easily contaminated e.g. soft furnishings have been removed.  Shared fabric resources such painting shirts, aprons, cuddly toys and soft furnishings have been removed.  Sufficient PPE equipment is in place to meet the requirements set out in the national NHS guidance.  For COVID-19 related PPE, items should be double bagged, placed in a part of the building not used and disposed of in landfill waste after 72 hours.  Educational resources to be cleaned using wipes or soapy water. | Strict adherence to hand washing/ hand sanitising.  Remind children daily. |  |  | |  | |
| **Environmental cleaning** | | | | | | | | |
|  |  | Enchanced cleaning will continue until futher notice.  Enhanced cleaning is in place: increased frequency for used contact surfaces – tables, desks, door handles, toilets etc. are cleaned at least once daily.  Fogging evey 6 weeks until further notice.  Ensure toilets have sufficient soap, hand driers are working and paper towels are stocked and available.  Regular onsite monitoring of stock and cleaning procedures. Escalate any concerns if required to school or Facilities Management managers.  Frequent site inspections by Facilities Management staff to observe practice and discuss the programme with school managers.  Monthly meetings with FM and BM in place.  **End of day before leaving classrooms:**  Clear all surfaces ready for cleaning.  Clear all floor areas for cleaning.  Screens wipe with a dry cloth (no water or soap). Smooth surfaces, keyboards wipes or disinfectant spray/ cloth. Dispose of cloth.  Allow cleaners access to rooms each day. | FTs do additional cleaning of surfaces in corridors and halls between 11am and noon each day.  To be double checked by FT daily.  FT and BMto monitor. | FTs  FTs | Daily  Daily  Ongoing | |  | |
| **Environmental decontamination** | | | | | | | | |
|  |  | Once a possible case has left the premises, the immediate area occupied by the individual e.g. desk space, should be cleaned with detergent and disinfectant. This should include any potentially contaminated high contact areas such as door handles, telephones, grab-rails.  Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants.  Once this process has been completed, the area can be put back into use.  All cloths and mop heads used must be disposed of in double waste bags, stored in an unused area and kept for 72 hours before disposal, following NHS advice where applicable. | Continue as required |  |  | |  | |
| **Medical emergencies** | | | | | | | | |
| Child injuring themselves during the club | Pupils and staff at risk of being too close and infecting one another. | A child will be asked if they need to be attended to and if they are able to they would be encouraged to self care.  **In the event of a more serious injury the attending adult would need to put on PPE** (mask, visor, gloves, apron) before attending to the child.  All waste PPE and medical waste should be double bagged and stored for 72 hours before disposing of in landfill.  First Aid Risk Assessment in place. | Club First Aider available | Club Manager |  | |  | |
| Inadequate first aid response | Member of staff or pupil  Deterioration of condition | First Aider (if available) to attend to injured person. | Ensure that the first aider’s qualification is current/up to date.  If there are no First Aiders available all staff, who are not considered to be vulnerable, to be an ‘appointed person’ to help.  **Appointed Person** - appointed persons do not need first-aid training. The roles of an appointed person include looking after the first-aid equipment and facilities and calling the emergency services when required. | First aider  All staff | | Ongoing  Ongoing | |  |
| Inadequate first aid resources (i.e. first aid box contents) | Member of staff/pupil  Deterioration of condition | Ensure that first aid boxes are adequately stocked.  HSE’s suggested first aid box contents list:   * a leaflet giving general guidance on first aid (for example, HSE's leaflet - Basic advice on first aid at work (**see separate advice on CPR below**) <https://www.hse.gov.uk/pubns/indg347.htm> * individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary); * sterile eye pads; * individually wrapped triangular bandages, preferably sterile; * safety pins; * large sterile individually wrapped unmedicated wound dressings; * medium-sized sterile individually wrapped unmedicated wound dressings; * disposable gloves (nitrile or vinyl) | Monitor first aid box stock. | First aider/  Appointed person and  LS | | Ongoing | |  |
| Lack of adequate Personal Protective Equipment (PPE)/infection control | Member of staff/pupil/first aid provider  Potential cross infection | Ensure that disposable aprons, gloves (nitrile or vinyl), fluid repellent surgical masks (IIR) and eye protection (goggles) is available. (*Guidance for first responders and others in close contact with symptomatic people with potential Covid-19*).  <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>  **Contaminated waste** - for example, disposable PPE and other items soiled with bodily fluids can be stored securely within disposable rubbish bags.  <https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf> | Provision of relevant PPE for School and Hub Establishments. | C&F Operations Manager  Staff | | Ongoing  Ongoing | |  |
| Cardiopulmonary resuscitation (CPR) | Member of staff/pupil/first aid provider  Potential cross infection | Wear appropriate PPE.  In **adults**, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only.  Resuscitation Council (UK) Guidelines 2010 for Basic Life Support state that studies have shown that compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).  **Cardiac arrest in children** is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.’ <https://www.sja.org.uk/first-aid-supplies/first-aid-supplies-and-consumables/masks-and-face-shields/>  (*Guidance for first responders and others in close contact with symptomatic people with potential Covid-19*).  <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov> | **Hand hygiene** – after contact with the injured person, wash your hands thoroughly with soap and water or alcohol rub at the earliest opportunity.  Avoid touching your mouth, eyes and/or nose, unless you have recently cleaned your hands after having contact with the injured person. | First Aider (if available)  or appointed person | | Ongoing | |  |
| Basic first aid (minor cuts and grazes) if no designated first aider available | Member of staff/pupil/first aid provider  Potential cross infection | **How to treat cuts and grazes**  Wear appropriate PPE.  **Stop the bleeding**  Stop any bleeding before applying a dressing to the wound. Apply pressure to the area using a clean and dry absorbent material – such as a bandage, towel or handkerchief – for several minutes.  If the cut is to your hand or arm, raise it above your head to help reduce the flow of blood.  If the injury is to a lower limb, lie down and raise the affected area above the level of your heart.  **Clean the wound and apply a dressing**  When the wound has stopped bleeding, clean it and cover it with a dressing to help stop it becoming infected.  To do this:   * wash and dry your hands thoroughly * clean the wound under drinking-quality running tap water – avoid using antiseptic as it may damage the skin and slow healing * pat the area dry with a clean towel * apply a sterile adhesive dressing, such as a plaster.   (*NHS Guidance – Cuts and Grazes*)  <https://www.nhs.uk/conditions/cuts-and-grazes/> | **Hand hygiene** – after contact with the injured person, wash your hands thoroughly with soap and water or alcohol rub at the earliest opportunity.  Avoid touching your mouth, eyes and/or nose, unless you have recently cleaned your hands after having contact with the injured person. | Staff | | Ongoing | |  |
| **Reception and Visitors** | | | | | | | | |
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