

# Covid-19 Risk Assessment: SCHOOLS PROGRAMME

## Infection through contact with contaminated surfaces

Hazard	Persons at Risk	Potential Control Measures	Are adequate precautions in place / comments
Potential for Infected person in workplace	All staff and young people	<ul style="list-style-type: none"> <li>Optional for Staff to wear face masks if they choose to</li> <li>Optional for Children to wear face masks if parents decide they should. Not provided by CBC</li> </ul>	Face masks provided for staff
		<ul style="list-style-type: none"> <li>School will have already cleaned areas but <b>SCHOOL PROGRAMME</b> staff to clean before and after activity.</li> <li>Clean light switches, door handles including latches &amp; hand plates, walkie talkies, Tables and work surfaces, chairs, any equipment used, taps, sinks and toilet handles,</li> <li></li> </ul>	Clean down area after use
		<ul style="list-style-type: none"> <li>Prop open doors to prevent the need to touch</li> </ul> <p>NB: Fire doors must remain closed unless a suitable hold open device is installed</p>	Doors propped open where possible
		<p>School will</p> <ul style="list-style-type: none"> <li>Ensure an adequate supply of soap at washbasins</li> <li>Warm running water available to wash hands</li> <li>Sanitising gels available for young people and staff</li> </ul>	All available
		<ul style="list-style-type: none"> <li>Staff to use sanitisation gel provided by school and have regular hand washing i.e. on arrival and leaving scheme, before and after changes of activities if required and before and after eating.</li> </ul>	Provided
Staff member with covid-19 symptoms or tested positive in sessions	All staff	<ul style="list-style-type: none"> <li>Employees and volunteers made aware of <a href="#">isolation advice</a></li> <li>Staff to leave the workplace immediately if they display symptoms and follow isolation procedures</li> <li>Staff to take a test where possible and inform their manger and school of result</li> </ul>	Staff to make manager and school aware of symptoms or Household member symptoms
		<ul style="list-style-type: none"> <li>If a staff member presents symptoms a Deep Clean of <b>School</b> used areas must be completed before next session</li> </ul>	Inform manager and school immediately
Child with covid-19 symptoms or	Child (participant)	<ul style="list-style-type: none"> <li>Parents to be instructed not to send in their child to <b>School</b> if the child is displaying symptoms, if anyone in their household has symptoms or has tested positive for covid-19 and follow the Government's <a href="#">isolation advice</a></li> </ul>	Procedures given to parents

tested positive in sessions		<ul style="list-style-type: none"> <li>If child starts to display symptoms, a parent will be contacted straight away and that child will be moved to a quiet area away from others until parent collects them</li> <li>All parents will be instructed to keep <b>school</b> fully informed about health of child and anyone in their household</li> </ul>	
Equipment sharing	Children (participants)	<ul style="list-style-type: none"> <li>Avoid equipment sharing where possible</li> </ul>	Equipment to be cleaned before and after use
		<ul style="list-style-type: none"> <li>Provide suitable products for cleaning of equipment.</li> </ul>	Cleaning products supplied

## Infection through contact with infected persons

Hazard	Persons at Risk	Potential Control Measures	Are adequate precautions in place / comments
Contact with others – Social Distancing	STAFF	<ul style="list-style-type: none"> <li>Although Social distancing remains, the government guidelines state that they recognise this won't be possible when working with children, especially young children. However, staff to still try to keep distance where possible and children will be in bubbles of 6. The school will designate bubbles.</li> <li>Staff to still social distance in school building</li> </ul>	Follow guidelines from Government. Staff with have training prior to start of scheme.
		<ul style="list-style-type: none"> <li>Do not shake hands or embrace</li> </ul>	
		<ul style="list-style-type: none"> <li>Maintain hand washing and personal hygiene regimes, especially prior to eating. Avoid touching face with unwashed hands</li> </ul>	
		<ul style="list-style-type: none"> <li><a href="#">Self-isolate if symptoms of covid-19 develop</a></li> </ul>	
		<ul style="list-style-type: none"> <li>PPE - Wearing of Fluid Resistant Surgical Mask (Type IIR) is optional</li> </ul>	To be provided
	Child (participant)	<ul style="list-style-type: none"> <li>Although Social distancing remains, the government guidelines state that they recognise this won't be possible for young children.</li> <li>Discourage children shaking hands, embracing or making contact with others</li> <li>Contact sports and activities will not be used</li> </ul>	
		<ul style="list-style-type: none"> <li>Children to go to toilet and wash hands one at a time</li> </ul>	School staff to regularly clean toilets

## First Aid Provision

Hazard	Persons at Risk	Potential Control Measures	Are adequate precautions in place / comments
Contact with infected persons	First Aiders	<ul style="list-style-type: none"> <li>• Staff should not be at work if presenting symptoms of COVID-19.</li> <li>• If minor injuries e.g. small cut, first aiders maybe able to provide instruction to Children or other staff on self-administering first aid whilst maintaining the two-metre rule.</li> <li>• <a href="#">School First Aider</a> to deliver any other first aid to children and staff.</li> <li>• If required to breach the 2-metre rule, and where available, School first aiders should wear the following <a href="#">PPE</a>:               <ul style="list-style-type: none"> <li>○ Disposable Gloves</li> <li>○ Disposable Apron</li> <li>○ Fluid Resistant Surgical Mask (Type IIR)</li> <li>○ Face / eye protection (where there is a risk of droplet transmission to eyes).</li> </ul> </li> <li>• If PPE is unavailable, a dynamic assessment should be made to determine whether it is safe to provide immediate first aid.</li> <li>• If there is a concern about covid-19, and If CPR is required, follow SJA guidance <a href="#">LINK</a>.</li> </ul>	In Place

## General

Hazard	Persons at Risk	Potential Control Measures	Are adequate precautions in place / comments
Slip and Trips	Staff and volunteers	<ul style="list-style-type: none"> <li>• Designated routes should be kept clear and checked before the start of sessions and throughout the day.</li> <li>• Designated storage areas identified for storing supplies.</li> <li>• If cleaning is required during operational times, <b>the school will</b> cordon off the area, whilst floors are being cleaned and until dry, removing them as soon as possible.</li> <li>• Spills and trip hazards will be cleaned/removed immediately.</li> </ul>	In place
Harmful Substances – general cleaning products.	Staff and volunteers	<p><b>School will</b></p> <ul style="list-style-type: none"> <li>• Follow manufacturer’s instructions for dilution method and ratios.</li> <li>• Where disposable gloves to prevent contact dermatitis.</li> <li>• Ensure storage requirements are reviewed and items are not stored inappropriately.</li> <li>• Use in well ventilated areas.</li> <li>• Maintain a copy of the Safety Data Sheet for instruction on first aid response.</li> </ul>	COSHH sheets provided

Manual Handling	Staff and volunteers	<ul style="list-style-type: none"> <li>• Staff should have received manual handling training previously, where this is not the case or hasn't been completed for some time, make staff aware of: <ul style="list-style-type: none"> <li>○ Dynamic assessment – Task Individual Load Environment (TILE)</li> <li>○ Correct lifting techniques – <a href="#">LINK</a> (pg48 – 50), emphasise: <ul style="list-style-type: none"> <li>▪ Keep the load close to the body</li> <li>▪ Do not twist or stoop with a load</li> <li>▪ Use leg muscles to lift</li> </ul> </li> </ul> </li> <li>• Store items sensibly in cupboards e.g. lighter items to the top and bottom with heavier items in the middle.</li> </ul>	In place
Fire	Staff and volunteers	<ul style="list-style-type: none"> <li>• Escape routes kept clear, signage to direct persons to safe exit.</li> <li>• Fire extinguishers located in premise.</li> <li>• External bins kept at least 3 meters away from building and secured when not in use.</li> <li>• Check fire routes are kept clear daily.</li> <li>• Test fire alarm weekly.</li> <li>• Roll call from register in place to confirm building clear.</li> <li>• No vulnerable persons on-site who would need support to evacuate.</li> </ul>	All in place
Staff training		<ul style="list-style-type: none"> <li>• Staff to have training before re-start of <b>Schools programme</b></li> </ul>	Staff will receive a Co-Vid manual to explain guidelines when working in <b>Schools programme</b>

## Safeguarding

Hazard	Persons at Risk	Potential Control Measures	Are adequate precautions in place / comments
Safeguarding	Young People	<ul style="list-style-type: none"> <li>• Safeguarding concerns are to be reported to be reported to School Designated Safeguarding Officer and CBC Designated Safeguarding Officers - Rachel Ritchie 07425528521 or Megan Buchanan 07565605067</li> <li>• Staff to have received Safeguarding training</li> </ul>	In place

## Operation of **CHEERLEADING**

Hazard	Persons at Risk	Potential Control Measures	Are adequate precautions in place / comments
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Cash handling	Staff and volunteers	<ul style="list-style-type: none"> <li>• Bookings to be taken by phone or email</li> <li>• Cash to be taken by staff wearing gloves.</li> <li>• All cash to be in locked boxes and kept in school safe</li> <li>• Cash to be collected from school site promptly by CBC team</li> </ul>	<p>In place</p> <p>CBC team are looking into developing Card payment and online booking system.</p>
All parents picking up and collection children at the same time	Staff and volunteers	<ul style="list-style-type: none"> <li>• Pick up and drop offs will be within social distancing measures</li> <li>• Parents to drop off child to <b>School programme</b> staff member and registers taken</li> </ul>	In place
How sessions will run	Staff and Children	<p>Venues:</p> <ul style="list-style-type: none"> <li>• Scheme will run outside where possible</li> <li>• 2 members of staff: 30 children</li> <li>• 30 children maximum in scheme at any time</li> <li>• Bubbles of 6 children will be maintained where possible</li> <li>• When using indoors, practice hall will be used divided into areas</li> <li>• Rotate use of space so 6 children use area and rotation. Cleaning of all equipment in between usage.</li> </ul> <p>Sports and Activities:</p> <ul style="list-style-type: none"> <li>• No contact activities</li> <li>• Small groups taking part in activities</li> </ul>	In Place