

Responsible Person or person having control of the premises:

Address of premises:

Dragonfly Afterschool Club

Assessor:

Paula Somerville and Carey-Anne Bonser

Date of risk assessment:

1/1/20

Date of previous risk assessment:

18/8/20

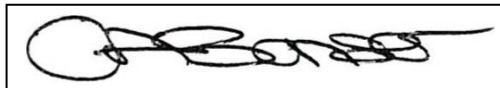
Date of assessment review:

Ongoing and ever changing

Level of risk on day of assessment:

Medium

Signed by assessor:



Who is at Risk		Likelihood	Chance	Description
A	Afterschool staff	1. Very unlikely	0 - 20%	The event may occur only in exceptional circumstances
B	Parents	2. Unlikely	21% - 40%	The event could occur at some time
C	Children	3. Moderate	41% - 60%	The event will occur at some time
D	Volunteers	4. Likely	61% - 80%	The event could occur in most circumstances
E	Other Agencies	5. Very likely	81% - 100%	The event will occur in most circumstances

Severity	Description. Mental health related in blue
1. Negligible	Minor first aid treatment causing minimum work interruption. Apprehension/ Alarm on one off occasion or of short duration requiring no treatment.
2. Minor	Injury requiring first aid treatment. Minor concern or worry being displayed over a period of time, but responding to local support from manager and colleagues, and not requiring time off work.
3. Serious	Injury requiring medical treatment, causing inability to continue work for more than 7 days (excluding day of accident). RIDDOR. Significant trauma displayed after event or over considerable period of time, causing health issues requiring GP or counselling.
4. Major	Permanent or life changing Major trauma related illness resulting in self harm and long term incapacity requiring medical treatment and/or counselling.
5. Fatalities	Single or multiple deaths. Extreme mental health issues leading to suicide.

	Severity					
	1	2	3	4	5	
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Ranking	
1 - 5	Low risk - acceptable, monitor
6 - 15	Medium risk - acceptable, subject to guidance
16 - 25	High risk - unacceptable, activity must not proceed

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total

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COVID-19 Someone who is infected entering the premises	A, B, C, D, E	<ul style="list-style-type: none"> Record kept of all attendees Parents do not enter Afterschool premises Parents and Carers have been given clear advice on what we require of them within the operational plan and emails outlining processes and requirements. Children's hands are washed on entry to afterschool. Staff hands washed on entry to the building All children and staff wash hands regularly, using liquid soap and water Staff to children ratios are always maintained Information posters are present across site on hygiene and safe distancing. Temperature monitoring of children and staff on entry to the building UK Government guidance being followed Visitors are limited to 1 person for essential settling in visits/viewings. Deliveries are left at the afterschool entrance. Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies. Best practice hygiene requirements are being followed. Frequently 	3	5	15				

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		<p>touched areas cleaned at the start and end of every day.</p> <ul style="list-style-type: none"> • All fundraising events cancelled/postponed until further notice • Manager communicates regularly with Area Manager/Director to assess and evaluate the risks via mobile devices • Parents have a drop off and collection points to aid in social distancing Additional entry and exit system with defined collection points • Social distancing tape marks out queuing system as they enter the building. • Hand sanitiser is available at the entrance and within all rooms. 							
COVID-19 Someone becomes ill in the workplace	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government guidance being followed • Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online • All employees, children and families will be encouraged to book a test if they display symptoms • In cases where the person is waiting to be collected the person will be isolated from others in a designated space. 	3	5	15				

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		<ul style="list-style-type: none"> • In the case of a child, a staff member from the 'bubble' will stay with the child during the period, consideration will be given to facial PPE. • If the person affected is a visitor their organisation will be informed if possible • All employees, children and families will be encouraged to book a test if they display symptoms • Workplace will be thoroughly cleaned and decontaminated following UK Government guidelines • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Best practice hygiene requirements will be followed. • Managers communicating daily to assess and evaluate the risks • Information posters on hygiene are present around the building • Regular cleaning of frequently touched areas take place • Where a person has a negative test result, they can return to the setting. 							

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COVID-19 Contaminated workplace-confirmed case of coronavirus in the setting	A, B, C, D, E	<ul style="list-style-type: none"> Where a person tests positive for Covid 19, they will self-isolate for 10 days from the onset of symptoms (the person can return after this if they do not have a temperature. They can return with a cough/loss of smell or taste in line with government guidelines. The rest of their 'bubble' will be sent home and advised to self-isolate for 14 days in line with government guidance. The family members of that group do not need to self-isolate unless the person develops symptoms. Workplace will be decontaminated following UK Government guidelines A deep clean will be carried out Best practice hygiene requirements will continue to be followed. Covid 19 incident report will be completed and a rapid risk assessment. RIDDOR reports will be made when required in line with guidance Track and Trace 	3	5	15				
COVID-19 Workplace gatherings	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Business meetings take place via conference call, video or when social 	3	5	15				

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		distancing can be maintained <ul style="list-style-type: none"> Customer meetings are limited to essential when social distancing can be maintained No Handshaking Social distancing of 2 meters for staff where practicable Staggered staff breaks 							
COVID-19 Vulnerable Employees	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Managers have identified vulnerable employees Risk Assessment in place 	3	5	15				
COVID-19 Employees who have contracted COVID-19 outside of work	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed. Employees with COVID-19 or suspected COVID-19 will self – isolate as per Government guidelines Testing will be encouraged The workplace of employee who has confirmed COVID-19 will be decontaminated in line with Government guidelines 	3	5	15				

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COVID-19 Travel	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Employees or children travelling overseas- the FCO provides foreign travel advice for travellers. We will follow this advice in relation to quarantine where necessary. Employees are advised to limit the use of public transport Employees are advised to keep Social distancing whilst traveling Employees who travel to work on public transport will be asked to change into work clothing on entry to Afterschool. Employees using public transport have been given a mask for use during travel. 	3	5	15				
COVID-19 Visiting other sites or home visits	A, B, C, D, E	<ul style="list-style-type: none"> All visits to other sites such as cover, training courses have ceased All home-visits have ceased All visits to care homes have ceased 	3	5	15				
Lack of social distancing between children and staff resulting in direct transmission of the virus.	A, B, C, D, E	WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS. INSTEAD, THE FOCUS WILL BE ON THE MEASURES OUTLINED BY	3	5	15				

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		<p>THE GOVERNMENT AND GIVEN ABOVE.</p> <ol style="list-style-type: none"> 1. Reduce the number of children in each room to enable greater space. 2. Outside areas to be utilised as much as possible. 3. Remove excess furniture to increase space if space to do so. 4. Bubbles will have own essential items (e.g. pencils, paints, playdough, small world etc.). These will be cleaned regularly. 5. Some resources that would be difficult to clean are removed or rotated e.g. books or blocks can have numbers reduced and then be quarantined for 72 hours before being used again. 6. Other resources e.g. balls, pencils, plastic bricks will be wiped down between groups and again, at the end of the day. 7. Remove some chairs from tables such as craft areas, dining area to put a distance between children. 8. Staff to re-visit and model hygiene measures many times a day and linked to behaviour system– lots of praise. 9. Staff are assigned to these children and stay with these children throughout the day. 10. Children will not mix with other groups throughout the day. These 							

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		<p>groups will be split into schools and kept separate unless outside.</p> <p>11. Tea given in designated school groups and space; waste cleared after children have finished eating and tables cleaned.</p> <p>12. Minimise items transferred between school and home – e.g. no home learning bags, toys from home. Water will be provided by Afterschool.</p>							
Emotional distress of the children	C	<p>1. Aim for children to be with staff that they know and their friends.</p> <p>2. Children will still be comforted, cuddled and needs will be fully met throughout their time at afterschool.</p> <p>3. Priority will be given to settling children back into Afterschool - children will have had vastly different experiences during lockdown- positive and negative and may find the return to Afterschool confusing and distressing.</p> <p>4. All children will be greeted with warmth. They will not understand if an adult tries to distance from them and this may feel like rejection. Staff will ensure children are shown they are happy they are back and excited to see them. How this feels for a child can have a powerful and long-lasting effect on academic outcomes, as well as impacting on their self-esteem and emotional wellbeing.</p>	3	5	15				

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		<p>5. Staff will respond effectively to what children have learnt or forgotten during lockdown</p> <p>6. Firm and consistent boundaries will be a key focus in settling children back into Afterschool. Taking time to re-establish Afterschool rules and to re learn routines and expectations</p> <p>7. Staff will take time on personal care routines- teaching children how to wash hands properly, using songs and activities to support this.</p> <p>8. Children will be supported to bring essential comforters into Afterschool where needed. We will encourage parents to provide one that can always be left in Afterschool. However, we are aware that this is not possible.</p> <p>9. Settling in visits will be limited to those necessary, one person at a time, social distancing will be maintained between staff members and parent/carer during the visit.</p> <p>10. Staff to work closely with (SENDCO) to support children who are struggling with the transition back into Afterschool.</p> <p>11. Regular communication with home through parent phone calls to aid parents in supporting their child.</p>							
Child Protection	C	1. There will be a Designated Safeguarding Lead or Deputy	3	5	15				

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		<p>Safeguarding Officer on site or available every day.</p> <p>2. Keep in touch mechanisms will remain in place for all vulnerable children until they return to Afterschool.</p> <p>3.The Designated Safeguarding lead will continue to work closely with children’s social workers and team around the family through telephone conference and virtual meetings.</p> <p>4.Staff will be alert to new safeguarding concerns about children as they return to Afterschool. All concerns will be reported to the safeguarding officer who will act according to the child protection policy.</p> <p>Signs to look out for which may suggest that a child is being harmed or is at risk of harm include:</p> <ul style="list-style-type: none"> • unusual injuries, including bruises, burns, fractures, bite marks or signs of self-harm • consistently poor hygiene, poor living conditions or inappropriate clothing • communicating aggressively or using sexual language • appearing withdrawn, guarded, anxious or frightened, particularly around certain individuals 							

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		<p>5. Priority will be given to settling children back into Afterschool - children will have had vastly different experiences during lockdown- positive and negative and may find the return to Afterschool confusing and distressing.</p> <p>6. All children will be greeted with warmth. They will not understand if an adult tries to distance from them and this may feel like rejection. Staff will ensure children are shown they are happy they are back and excited to see them. How this feels for a child can have a powerful and long-lasting effect on academic outcomes, as well as impacting on their self-esteem and emotional wellbeing.</p> <p>7. As part of provision, children will be provided with:</p> <ul style="list-style-type: none"> • opportunities for children to talk about their experiences of the past few months • opportunities for conversations with trusted adults where this may be supportive • some lessons on relevant topics, • for example, mental wellbeing or staying safe <p>8. The DSL will continue to share information on numbers of Vulnerable/LAC and SEN children attending on a weekly basis for the DfE</p>							

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Emotional distress of the staff – including anxiety	A,	<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures. 2. Staff Surveys – to discuss concerns and share circumstances. 3. Staff meetings will take place virtually – to discuss concerns and update and review control measures. 4. Sharing of information to support wellbeing, mental health and support helplines. 5. Management team on site and available every day for staff to share concerns with. 6. Risk assessments reviewed after week one and as appropriate after that. 7. Staggered breaks and lunchtimes allow use of staffroom for different groups of staff. 8. Adapted observation system to ensure effective but not time consuming. 9. Use of outside area at the end of the day for staff to talk to each other (with social distancing in place). 10. Extremely vulnerable staff (Shielding) remain on furlough 11. Vulnerable staff – those suggested to strictly social distance – remain on furlough 12. Training and awareness raising of symptoms, hygiene procedures, infection 	3	5	15				

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		control and other supportive material to aid practice and confidence. 13. supervision and whistle blowing procedures							
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	A,B,C,D,E	<ol style="list-style-type: none"> 1. Parents advised that children must wear fresh clean clothes every day 2. Parents advised that children will wash hands in entry to Afterschool. 3. wash basins/ gel dispenser in every room and at all entry/ exit points. 4. Hand gel order in large quantities. 5. Extra soap dispensers and re-fills at each wash area. 6. Children hand wash or hand gel before going outdoors, after outdoor play, before lunch, after lunch, using the toilet and any time they cough or sneeze. 7. Washing hands posters placed in all washing areas. 8. Reminders how to wash hands properly – activities, videos, and posters. 9. Procedure agreed for children to wash hands resulting in thorough hand washing. 10. Number of children in toilets minimised to promote social distancing. 	3	5	15				
Risk of illness of vulnerable staff and family members through direct and		<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from 	2	5	10				

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indirect transmission of the virus		<p>Government or clinician) are to remain or furlough during shielded period.</p> <p>2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to remain on furlough.</p> <p>3. Issuing of all operational plan and relevant risk assessments to staff concerning returning to work.</p> <p>4. Separate risk assessment for staff who have identified vulnerabilities.</p>							
Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus		<p>1. Children who are clinically extremely vulnerable – those being shielded should not attend Afterschool</p> <p>2. Children living with some who is clinically extremely vulnerable should not attend Afterschool.</p> <p>3. Children living with someone who is clinically vulnerable can attend Afterschool – parents will be given the choice.</p> <p>4. Management team available daily to speak to parents about any concerns they have.</p> <p>5. Decision ultimately made by parents.</p>	2	5	10				
Risk of spreading virus due to close contact with children – providing First Aid		<p>1. Staff member to wash hands and use disposable gloves and apron whilst providing First Aid.</p> <p>2. Staff can use face masks/face shields if they feel it necessary.</p>	2	5	10				

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		3. Provide First Aid following usual first aid protocols (new First Aid area has been established) 4. Follow normal procedures for dealing with waste. 5. Follow procedures for removal and disposal of gloves and aprons 6. Only necessary medication given during this period.							
Emergency e.g. fire and evacuating building		1. All staff will be briefed in new emergency procedures on first day at work. 2. All areas have designated fire exit. 3. Staff to evacuate children from the building in the usual way; priority given to getting children out of the building quickly, while reminding about staff staying 2m apart wherever possible. 4. Additional Fire Safety Points identified for less crowding and to minimise 'bottle neck' points of entry and exit.	3	5	15				
Lone Working – after hours- domestic team	Staff member	1. Staff can only work at height if there is another team member present to support the task. All jobs to be completed from ground level 2. Cleaner to keep mobile phone with them always to enable them to call for assistance in the event of an accident or	3	2	6				

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		<p>emergency</p> <p>3. Staff member to have the contact number of a senior team member. This senior member will be on call for the duration of the team members lone working hours.</p> <p>4. Staff member to contact on call senior team member to confirm that the building is secure and that they have finished their duties.</p> <p>5. Building will remain secure throughout the duration on lone working.</p> <p>6. Staff are to move around the building carefully and not rush. To be especially careful on stairs cases.</p> <p>7. Ensure when moving hoovers that wires are securely wrapped so as not to be a tripping hazard.</p> <p>8. Hoover will be brought down to appropriate floors so as this does not need to be carried up or downstairs while lone working. These are to be left on the individual floors to reduce risk of carrying up and down stairs while lone working.</p>							