

Check if you or your child has coronavirus symptoms

If you have any of the main symptoms of coronavirus (COVID-19), get a test as soon as possible. Stay at home until you get the result.

Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.
2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

Get a test to check if you have coronavirus

What is a support bubble?

Urgent advice: Use the NHS 111 online coronavirus service if:

- you're worried about your symptoms
- you're not sure what to do

Use the NHS 111 online coronavirus service

Call 111 if you cannot get help online. Do not go to places like a GP surgery, hospital or pharmacy.

Babies and children

Call 111 if you're worried about a baby or child under 5.

If your child seems very unwell, is getting worse or you think there's something seriously wrong, call 999.

Do not delay getting help if you're worried. Trust your instincts.

Get more advice about [coronavirus in children](#).

More in Check if you or your child has coronavirus symptoms

- Check if you or your child has coronavirus symptoms
 - [Coronavirus in children](#)

Page last reviewed: 11 September 2020

Next review due: 18 September 2020

IQRA PRIMARY SCHOOL

Covid-19 Risk Assessment – Reopening schools March 2021

Government instruction is that all pupils, in all year groups, will return to school full-time from 8th March 2021. The school has implemented a system of controls relating to prevention and response to any infection, summary of which are as follows:

- Grouping of children together in groups or “bubbles”
- Avoiding contact in school between these groups, with separate starting, finishing, lunch and break times
- Attendance of students at school is compulsory
- Test and trace in place for schools
- Regular cleaning of hands
- Requirement for face coverings
- Those with symptoms told to stay out of school
- No big group events like school assemblies
- Pupils will be expected to continue with all their statutory assessments

Prevention

You must always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.

In specific circumstances:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

9. Promote and engage in asymptomatic testing, where available.

Response to any infection:

10. Promote and engage with NHS Test and Trace process.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice.

Full Government guidance can be found at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This risk assessment is based on all year groups returning to school. Parents have been given guidance on the key requirements that the Government have outlined. The risk assessment can only be effective if all parties adopt the risk management strategies. Iqra school cannot **guarantee** the safety of all staff, pupils and parents.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#:~:text=If%20you%20develop%20symptoms%20of,needs%20to%20isolate%20too>

Main symptoms

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

- Get a test to check if you have coronavirus as soon as possible.
- Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Hazards and Risks	Existing Control Measures Measures to prevent spread/contraction of COVID-19:	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions
Iqra Primary School follows latest Government Guidance and also the Local Authority Covid-19 Outbreak Control Plan			

Hazards and Risks	Existing Control Measures Measures to prevent spread/contraction of COVID-19:	Risk Level (Very High, High, Medium, Low)	Further Actions
1. Interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information	<p>The following follows latest Government guidelines on reporting (see Risk Assessment Symptomatic/Addendum 2) https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction</p> <ul style="list-style-type: none"> • We have informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); • Signage around school (catch it, bin it, kill it; Hands, Face, Space) • Parents received guidance on school times for their child and protocols set out for attending the school including a video on the school website; • Parents issued specific school protocols for school attendance for them to explain to their children; • Risk assessments of pupils with EHCP have been reviewed (P Dhillon); • Staff are briefed on school procedures and the plans for re-entry of students; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are briefed in relation to mental health and stress support; • Staff to continue to use amended Safeguarding Policy procedures; • Staff to report any hygiene/H&S issues to SLT immediately; • Communication with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place; 	Medium	<p>Headteacher to follow Government guidelines on reporting positive cases to appropriate body (see Addendum 1/ Risk Assessment Symptomatic)</p> <p>Head teacher will alert and update the school community as per Government guidelines if a member becomes infected with COVID 19.</p>

Hazards and Risks	Existing Control Measures Measures to prevent spread/contraction of COVID-19:	Risk Level (Very High, High, Medium, Low)	Further Actions	
2.	Drop off / entry to the school	<p>Drop off:</p> <ul style="list-style-type: none"> • Staggered drop-off and collection points and timings for each group of pupils have been identified, this information has been cascaded to parents. • Parents will be allowed onto the school playground to drop off and pick their children up but must wear a mask to protect themselves and others https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education • Lines on the floor to demarcate distancing are in place; • Signs reminding parents to social distance as per Government guidelines; • Start times have been staggered for each group in order to prevent large numbers of parents outside the gate (bubbles); • Start times are designed to enable one group of parents to leave the area around the site before the next group arrive wherever possible; • Parents are reminded to leave once their children have entered through the gate. Gates clearly labelled 'IN/OUT' (signage); • Only one parent/guardian per child is permitted to drop off and pick up; • Siblings to be dropped off at school as per school notifications. <p>Entry to the school:</p> <ul style="list-style-type: none"> • Staff will be available to guide parents to the correct entrances at the start and at the end of the school day; • Parents/Guardians are NOT permitted to enter the 	Medium	

Hazards and Risks	Existing Control Measures Measures to prevent spread/contraction of COVID-19:	Risk Level (Very High, High, Medium, Low)	Further Actions
3.	Pickup / leaving the school:	Medium	
<p>Pick up:</p> <ul style="list-style-type: none"> • Staggered drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents; • Finish times have been staggered for each class in order to prevent large numbers of parents gathering outside the school site; • Finish times are designed to enable one group of parents and pupils to leave the site before the next group arrive; <p>Leaving the school:</p> <ul style="list-style-type: none"> • Pupils will be collected from the playground or classrooms (YR, Y1, 2 and 3 only). All pupils to be collected from their allocated places • Parents must be prompt and follow social distancing rules; • Parents/Guardians are NOT permitted to enter the school building (classrooms) during pick up; • Exit doors are held open, reducing the number of occupants touching the doors; • Pupils are reminded to wash hands as they leave the school building; • Hand-wash/hand sanitiser stations are located in classroom wet rooms, in allocated areas in the classroom and strategically throughout the building; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to students on how to adequately wash their hands; • Good hand washing signage to instruct students how to do this effectively is displayed. 			

Hazards and Risks	Existing Control Measures Measures to prevent spread/contraction of COVID-19:	Risk Level (Very High, High, Medium, Low)	Further Actions
4.	Classroom use / activities:	Medium	
<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>A summary of the above guidance is as follows:</p> <ul style="list-style-type: none"> • all frequently touched surfaces, equipment, door handles, and toilets, used during the day, will need to be cleaned thoroughly several times a day; • ensure sufficient handwashing facilities (running water and soap, alcohol hand rub, sanitiser, skin-friendly wipes) are available for staff and children, and that hands are washed upon entering the setting, regularly throughout the day, before and after eating and when they leave; • pupils are all seated forward facing so limit the spread of infection. Limit the sharing of resources in classrooms; • reduce contact between parents and carers when dropping off and picking up their children, for example by limiting drop off and pick up to one parent or carer per family and staggering timings; • where possible, the same members of staff should be assigned to each group and these should stay the same during the day and on subsequent days. • The bubbles will not interact with other bubbles within the school; • Where possible children will be in, and will remain in their year group set learning classes; • Hand washing is completed on entrance to the class and between specific activities; • Disposable tissues are provided and pupils told to 'catch it bin it'. Bins in every class. Bins emptied every day. 			

Hazards and Risks	Existing Control Measures Measures to prevent spread/contraction of COVID-19:	Risk Level (Very High, High, Medium, Low)	Further Actions	
5.	Dining /Moving around the school / Break-time / playgrounds	<p>Dining</p> <ul style="list-style-type: none"> • Staggered timetable for lunches; • Children will eat in their classes; • All pupils are seated forward facing (so one row used on the dining tables) • Key staff will collect the lunches from the hall and deliver to the classrooms; • Bubbles will use designated toilets as directed. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • All assemblies will be virtual to Key Stage groups; • Prayers for Years 4, 5 and 6 will be suspended. Children are encouraged to pray at home. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Zoned areas in the playground to maintain "bubbles"; • Pupils to be collected by staff at the end of break/ lunch times from allocated zones; • Staff will remain in own groups and will rotate break duty; • First aid will be carried out in the play area during break and lunch for minor injuries by the staff on duty; • First aid box for each group with bank of basic PPE; • One child in the medical room at a time. Welfare officer to wear visor and/or Type II facemask to shield herself. 	Medium (first aid)	

Hazards and Risks	Existing Control Measures Measures to prevent spread/contraction of COVID-19:	Risk Level (Very High, High, Medium, Low)	Further Actions
6.	Hygiene measures:	Medium (compliance)	

- Hand washing/ Hand sanitising stations are positioned strategically across the school and in classrooms;
- All those entering the school are required to wash/ sanitise their hands;
- Pupils and staff have been shown how to wash hands properly – signage in place, e.g. ‘catch it, bin it, kill it’;
- Help is available for children and young people who have trouble cleaning their hands independently;
- Hand washing is recommended frequently and required at the following times (at a minimum every hour):
 - Entry and exit from the school;
 - After using the toilet;
 - Between lesson;
 - Before and after eating;
 - On entry and exit from each classroom.
- Unnecessary touching of the face is discouraged.
- Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;
- All visitors to follow school guidelines to keep other safe including wearing mask, sanitise hands on entry and throughout the day.

Hazards and Risks	Existing Control Measures Measures to prevent spread/contraction of COVID-19:	Risk Level (Very High, High, Medium, Low)	Further Actions
7.	Cleaning measures.	Low	
<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • Iqra Primary School has implemented enhanced cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➤ Site staff will clean frequently touched surfaces including handles/doors before school starts and during the day with anti-bacterial cleaner; ➤ Site staff will open windows and doors each morning to ensure the building is ventilated; ➤ Frequent cleaning of classrooms, toilets, by teaching staff throughout the day; ➤ Frequent cleaning of all frequently touched surfaces, such as door handles, handrails and table tops (minimum twice per day throughout the day); ➤ Toilet use protocols are in place and managed by Teachers for pupils; • Common areas will be cleaned minimum twice per day; • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be deep cleaned as per Government guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area • For suspected cases of covid, parents/carers will be contacted to collect their child immediately. Until the child is collected they will wait in a designated isolation area to minimise any risk of contact - outside 			

Hazards and Risks		Existing Control Measures Measures to prevent spread/contraction of COVID-19:	Risk Level (Very High, High, Medium, Low)	Further Actions
8.	Staffing:	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements - wearing of face masks or visors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Safe wearing of face coverings requires the cleaning of hands before and after touching – including to remove or put them on and safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. With the exception of staff who are provided with Type II masks by the school, staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day. • Where staff have to work across bubbles for periods of time during the school day, they are required to wear Type II masks – these have been made available; • Staff should not wear masks in the classroom when teaching but can wear visors; • Lateral Flow Testing (LFT) in place for school staff – staff have been issued with test kits to self-swab. Staff are asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share any positive result with the school. Should a test be positive, staff are required to self isolate immediately and take a PCR test to confirm the results, as per Government guidance. https://www.gov.uk/government/publications/ 	Medium	

Hazards and Risks	Existing Control Measures Measures to prevent spread/contraction of COVID-19:	Risk Level (Very High, High, Medium, Low)	Further Actions
9.	First Aid:	Medium	<p>Headteacher to follow Government guidelines on reporting positive cases to appropriate body (see Risk Assessment Symptomatic/ Addendum 2)</p> <p>Head teacher will alert and update the school community as per Government guidelines if a member becomes infected with COVID 19.</p>

Hazards and Risks		Existing Control Measures Measures to prevent spread/contraction of COVID-19:	Risk Level (Very High, High, Medium, Low)	Further Actions
10	External visitors: Maintenance contractors / External teachers / Inspectors / Delivery personnel / Parents (exceptional circumstances)	<ul style="list-style-type: none"> • No visitors will be permitted to enter the school building unless it is vital to do so, with prior authorisation from the Headteacher; • Visitors in the Reception area must maintain social distancing; • Visitors will only be permitted at their designated time and will be asked to wait at reception until their school contact is available; • Visitors to school to wear a mask or a face visor; • Visitors to sanitise/wash hands on arrival and as they leave the school; • If possible meetings with visitors will be held remotely or by phone; • Meetings with more than one adult in small room or within 2m distance are not permitted; • Premises' contractors must conform to school protocols whilst on the premises; • With the exception of the main school reception, Parents are not permitted to enter the school building; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for pupils, they should be left at the school main entrance for staff to collect. 	Low	

Hazards and Risks		Existing Control Measures Measures to prevent spread/contraction of COVID-19:	Risk Level (Very High, High, Medium, Low)	Further Actions
11.	External providers: (sports, catering, cleaning company, etc.)	<ul style="list-style-type: none"> • Must follow school policy and procedures (Hands, Face, Space) • Fit 4 Sport must provide a risk assessment for their external sports coaches (see attached risk assessment from F4S) • Catering company to follow school policy and provide own risk assessment • Cleaning company to follow school policy and provide own risk assessment. Appropriate PPE to be worn. 	Low	
12.	Fire and evacuation procedures:	<ul style="list-style-type: none"> • Evacuation plans in place to incorporate safe assembly of occupants following social distancing requirements. • Pupils to assemble in bubbles – staff have been trained to allow for safety checks in bubbles. 	Low	
13.	Online learning plan for bubbles in the event of confirmed case of COVID-19	<ul style="list-style-type: none"> • Remote Learning Page on the website – access to weekly lessons representing the broad curriculum • Remote Learning Policy on website • Devices to be available for all registered FSM pupils who do not have access/availability of laptop at home. Internet access can be arranged only in mitigating circumstances • Microsoft Teams in place for remote learning; • Where laptops have been allocated, Parents to sign home school agreement for loan of laptop • Home Learning Packs available for all pupils isolating or quarantining – available from school office. Must be returned to school after period of isolation 		

Name of Assessor: Mineza Maher

Position: Headteacher

01.09.20

Name of Assessor: Maria Smith

Position: Business Manager

01.09.20

Policy Reviewed: 06.04.21



What to do if a pupil is displaying symptoms of coronavirus (COVID-19)

If anyone in your school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). This sets out that they must:

- self-isolate for at least 10 days
- arrange to have a [test to see if they have coronavirus \(COVID-19\)](#)

Action list

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.
2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
3. While the pupil is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE¹:

Situation	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

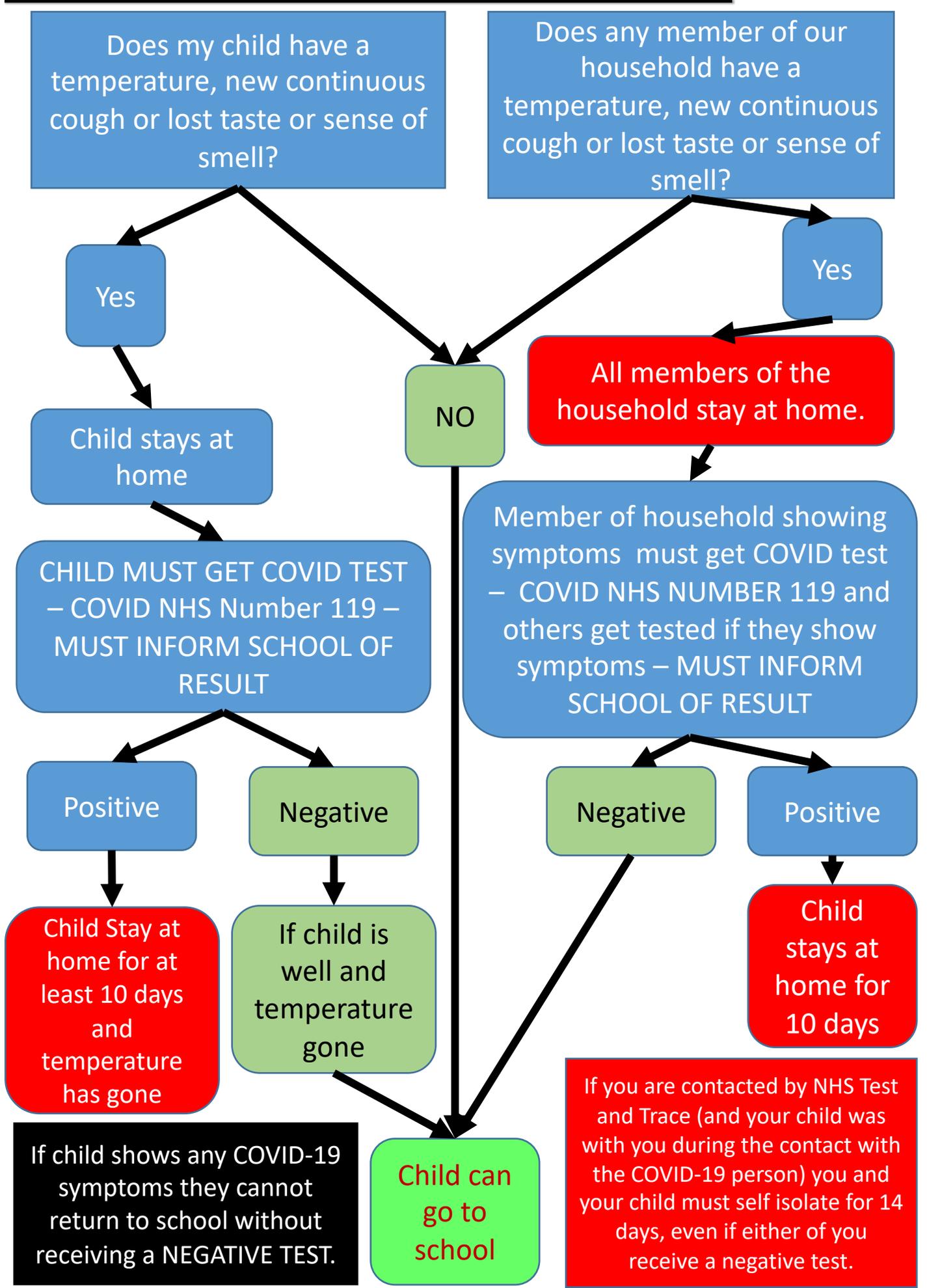
¹ More information on PPE use can be found in the [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

5. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
6. From 26 August, all schools and FE providers will have received an initial supply of 10 [home test kits](#). Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.
7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.
8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.
9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).

What to do if a pupil tests positive for coronavirus (COVID-19)

1. You must take swift action when you become aware that someone who has attended your school has tested positive for coronavirus (COVID-19).
2. You can contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority, for advice. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
3. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team (HPT).
4. The advice service (or HPT if escalated) will work with you to carry out a rapid risk assessment and identify appropriate next steps.
5. With support from the advice service (or HPT), identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 14 days in line with [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
6. You should report all confirmed, positive cases using the [online attendance form daily return](#). You should also inform your local authority of confirmed cases of coronavirus (COVID-19).
7. For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely.
8. A template letter will be provided to schools, by the advice service or the health protection team, to send to parents and staff if needed.
9. Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others.

COVID SYMPTOMS AT HOME FLOW CHART Addendum 2



ACTIONS IF CHILD SHOWS COVID-19 SYMPTOMS AT SCHOOL

CHILD HAS TEMPRATURE, DEVELOPS NEW CONTINOUS COUGH or LOSES SENSE OF TASTE OR SMELL

CHILD

REMOVED FROM ROOM IMMEDIATELY in COVID LAYBY / CORRIDOR (Others children stopped from passing if possible)

STAFF

Staff Member from classroom / year group put on Full PPE – mask, visor, apron and gloves

PPE Staff Member and Child move to FIRST AID ISOLATION BAY in Sheep Pen – avoiding other staff and children

Child stays in FIRST ISOLATION BAY

PPE Staff Member takes temperature Inform office staff if over 37.8 degrees. Member of staff stays with child

PPE Staff Member informs the Office staff of the temperature and Office staff ring parents to request IMMEDIATE pick up and request parents to organise a COVID test. Parent to wait in front lobby.

Member of office staff gets siblings and child's personal item.

PPE Member of staff take child to front lobby and reminds parent to get a COVID-19 test and let us know the result.

PPE Member of staff closes FIRST AID ISOLATION BAY AND ADDS CLOSED SIGN and REMOVE PPE AND PLACES IN YELLOW BIN and wash hands thoroughly and return to class

CLEANERS CLEAN FIRST AID ISOLATION BAY WITH MILTON / BLEACH – WEARING FULL PPE and CLOSED SIGN REMOVED

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting

2. Ensure face coverings are used in recommended circumstances

3. Ensure everyone is advised to clean their hands thoroughly and more often than usual

4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

5. Maintain enhanced cleaning, inc. cleaning frequently touched surfaces often, using standard products, such as detergents

The System of Controls - Prevention

9. Promote and engage in asymptomatic testing

8. Ensure individuals wear the appropriate PPE where necessary

7. Keep occupied spaces well ventilated

6. Consider how to minimise contact and maintain social distancing wherever possible

Risk Analysis = COVID-19

Prepared by: Nikki McNulty (Safeguarding & Compliance Partner)

Date: 12.08.2020

Covid-19 Risk Analysis for Junior Adventure Group Uk.

Most people who become infected with Covid-19 will experience mild symptoms, such as fever and cough and are unlikely to become severely ill. Based on current knowledge of Covid-19 infection and transmission, children are unlikely to experience severe illness.

The following actions contribute to reducing the likelihood of Covid-19 transmission, and the severity of the impact;

- Washing hands frequently, for at least 20 seconds, using soap and running water, or hand sanitiser where soap and water is not immediately available
- Coughing and/or sneezing into a tissue before binning them
- Avoiding touching the eyes, nose or face
- Cleaning and disinfecting regularly touched objects and surfaces using regular cleaning products
- Ensuring that anyone who develops symptoms of Covid-19 stays at home and follows guidance on household isolation
- Ensuring that anyone who is deemed higher risk of illness from Covid-19 because they are clinically vulnerable follows guidance on social distancing
- Keeping up to date with and following government advice

If the above advice is followed carefully, any risk of transmission in clubs will be greatly reduced.

Further government advice can be found at; [coronavirus\(COVID-19\); implementing protective measures in education and childcare settings](#)

We have a vital role in ensuring the ongoing health and well being of children, young people and their families following the lifting of Covid-19 restrictions.

This is a generic Risk Analysis. Settings will need to add any site specific controls required or they have in place additionally.



Tasks Undertaken Activity/Area Assessed	Risks	Level of risk (use Matrix)			Control methods	New level of risk (use Matrix)		
		L	C	R		L	C	R
GENERAL OPERATIONS	<ul style="list-style-type: none"> Colleagues, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> Safe Practice Guidance posters will be on display inform CYP and ther parents/guardians and colleagues of the club social distancing, cleaning, and hygiene protocols throughout the day. Hand washing facilities and/or hand sanitisers will be readily and widely available in settings. Hands will be washed frequently for at least 20 seconds. Delivery colleagues will ensure social distancing is adhered to. CYP will be informed of the new rules, guidance and activity protocols daily at the start of every session. Staggered drop off and pick up times are in place across all settings, following school requirements specific to the site. Indoor playspaces will be well ventilated at all times with doors and windows open where safe to do so whilst maintaining site security at all times. Internal doors in use will be proped open to limit contact with handles and push pads (not fire doors). If a CYP or colleague shows any signs of Covid-19 they will need to leave the setting and follow the appropriate exclusion guidelines. Emergency evacuation routes to be confirmed and a site specific risk assessment to be completed. Consistency with the host school/venue will maintained as far as is possible and as per prior consultation. 	R	M	L

<p>CLEANING</p>	<ul style="list-style-type: none"> • Colleagues, CYP and their families becoming infected with Covid-19. • Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. • In sever cases this could lead to acute respiratory symtoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> • Delivery colleagues will continue to implement rigorous cleaning procedures throughout each day of delivery. • Additional opening and closing checklists will be in place along with daily and weekly cleaning schedules. These will be used as logs by colleagues to record cleaning. • Delivery colleagues will carry out regular cleaning of high contact touch points and surfaces throughout the site, including but not exclusive to; door handles, handrails, table tops, equipment, toys and electronic devices. • Throughout the session delivery colleagues will regulary check availabilty of soap, hand towels, tissues and sanitisers and replenish. • Should a case of Covid-19 be confirmed within a setting all areas will be cleaned by the delivery colleagues whilst following the PHE Guidance – Covid-19; cleaning in non healthcare settings. • When cleaning the ususal products like detergents and anti bac will be used. All cleaning products will be stored safely as per COSHH procedures at all times. • COSHH Data Sheets are available on the Gomples HealthCare Website. • Lidded bins will be available in all key areas, double bagged and emptied at the end of every session. 	R	M	L
<p>WELCOME/RECEPTION AREAS</p>	<ul style="list-style-type: none"> • Colleagues, CYP and their families becoming infected with Covid-19. 	L	C	E	<ul style="list-style-type: none"> • Hand sanitisers will be available – all those entering the setting will be asked to sanitise their hands immediately on arrival. • Where possible (site specific) all welcome/reception areas will have a one way system in place. 	R	M	L

	<ul style="list-style-type: none"> Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 				<ul style="list-style-type: none"> Queue management will be in place with 1m + distancing marked out on the floor and at the entrance. To control numbers of people on site at any given time where possible children will be signed in and out from the main door, if not possible (site specific)only one parent/guardian will be given access to the setting at any time. Entry into the setting should be direcly ino the designated play space (site specific) where this is not possible the shortest route will be used. 			
TOILET FACILITIES/CHANGING AREAS	<ul style="list-style-type: none"> Colleagues, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> Extra care will be taken and markings in place to maintain social distancing in these areas. CYP will acces these areas in smaller groups to maintain distancing and to prevent over crowding. Where possible (site specific) separate facilities will be used by each 'bubble', if this is not possible 'bubbles' will not mix in these areas, accessing them at different times. Usual protocols will be followed, however no toilet passes to be used and all children must sanitise their hands on return to the main play spaces/'bubble'. 	R	M	L
SESSION DELIVERY – RATIOS	<ul style="list-style-type: none"> Colleagues, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> CYP will be grouped in 'bubbles' of a maximum of 30 children. Where more than one 'bubble' is on any site 'bubbles' will be divided into either KS groups (preferable) or year groups. CYP will remain in their 'bubbles' at all times and will not mix with other 'bubbles' during the day or subsequent days. Daily "bubble" registers will be used to record every CYP and colleague in each and stored on SharePoint – this will be used to assist with Test and Trace if required. Activiies provided will be suitable to the ages of the children in each 'bubble'. 	R	M	L



	<ul style="list-style-type: none"> such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 				<ul style="list-style-type: none"> All equipment including mats will be cleaned inbetween 'bubbles' and at the end of every use by colleagues. All spaces will be well ventilated at all times with doors and windows open where safe to do so whilst maintaining site security at all times. Stations will be spaced as far apart as possible but at least 1m +. Use of carpeted areas to be kept to a minimum, avoided where possible. 			
OUTDOOR ACTIVITY	<ul style="list-style-type: none"> Colleagues, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> Outdoor activities and time outside will be favoured. There will be regular access to the outside play spaces. 'Bubbles' will remain in place along with all social distancing and cleaning measures. 	R	M	L
FOOD HANDLING & LUNCH/SNACK PROVISION	<ul style="list-style-type: none"> Colleagues, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> Safe Practice Guidance posters will be displayed in all food prep and eating areas. Government guidance for food business on Covid-19 will be followed. CYP will stay within their 'bubbles' at snack times including breakfast and not mix with other 'bubbles'. Breakfast & snack times will be staggered for individual 'bubbles' to maintain social distancing in eating spaces/areas. Before breakfast & snack every CYP will wash their hands. CYP will not self serve their food choices; Breakfast & snack food choices will be served to the CYP by delivery colleagues 	R	M	L



				<ul style="list-style-type: none"> • One seat space will be left empty between CYP at tables whilst eating. • No sharing of food or drink. • CYP to eat outside in their 'bubbles' where suitable (site specific) to do so. • Cleaning protocols to be adhered to between 'bubbles' accessing eating areas. • All water fountains will be out of use. CYP will need to be provided with a personal water bottle from home. 				
FIRST AID	<ul style="list-style-type: none"> • Colleagues, CYP and their families becoming infected with Covid-19. • Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. • In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> • First aid will continue as normal, with gloves, aprons and face coverings used as and when needed. • There will be a minimum of one Paediatric First aider assigned to each 'bubble'. • Where possible CYP will be encouraged to self administer medications whilst a delivery colleague witnesses, where this is not appropriate the Paediatric First aider assigned will administer medication in the usual way. • Any CYP requiring medication or medical equipment must bring this to the setting with them for the first session, if this is not on site the CYP will not be admitted. • All medications to be wiped clean after each use. 	R	M	L
INDIVIDUAL CYP NEEDS & VULNERABLE GROUPS	<ul style="list-style-type: none"> • Colleagues, CYP and their families becoming infected with Covid-19. • Those as ab ove becoming ill and displaying mild symptoms such as cough or elevated body teperature. 	L	C	E	<ul style="list-style-type: none"> • Individual CYP's Health Care Plans and Additional Needs plans will be reviewed prior to attendance in consultation with parents and any additional steps will be considered. • Individual risk assesments will be completed and discussed with colleagues. 	R	M	L



	<ul style="list-style-type: none"> In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 							
VISITORS	<ul style="list-style-type: none"> Colleagues, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> Only essential visitors will be given access to the site and with prior arrangement. All essential external contractors will follow social distancing and cleanliness guidelines. 	R	M	L
MULTI-SCHOOL ATTENDANCE	<ul style="list-style-type: none"> Risk of staff working on multi-sites on a daily basis transporting COVID between sites Increased risk of COVID to our colleagues when attending multiple sites 	P	M	H	<ul style="list-style-type: none"> Collegues to follow all COVID precautions in each site as well as those implemented by JAG. This includes handwashing and regular sanitisting Collegues moving between schools should wear masks at all time on public transport and in public areas of all schools Masks/PPE equipment to be changed at each sites and kept in sealed plastic bags. Collegues to ensure new shirts are worn at each new site to prevent cross contamination. Collegues to ensure they remain in their assigned “bubbles” and follow the guidance above Where a collegue is part of a “bubble” in a setting the covid flow chart to be followed and relevant schools to be informed. 	U	M	M



<p>ILLNESS (COVID-19)</p>	<ul style="list-style-type: none"> • Colleagues, CYP and their families becoming infected with Covid-19. • Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. • In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	<p>LH</p>	<p>C</p>	<p>E</p>	<ul style="list-style-type: none"> • If anyone becomes unwell and presents with a new continuous cough, loss or change of taste and smell or a high temperature they will be sent home immediatley and advised to follow Covid-19 guidance for households with possible coronavirus and encouraged to be tested before returning. • CYP suspected of being ill and awaiting collection will be moved to a 'safe zone' either in an alternative space or where this is not available a designated area at leaste 2m away from the rest of the 'bubble' (site specific) with appropriate supervision. • 'Safe zones' will be well ventilated. • If a CYP needs to use toilet facilities whilst awaiting collection a separate facility will be used – this will then be used cleaned and disinfected before being used by anyone else. • Colleagues caring for a ill child will be provided with and should wear PPE. • If a CYP or colleague tests positive for Covid-19 the whole 'bubble' will be sent home and advised to self isolate for 14 days. • All suspected and/or confirmed cases of Covid-19 must be reported immediately to the Area Manager and Safeguarding & Compliance Partner. • NHS Test & Trace programme will be followed on confirmation on a positive case. 	<p>R</p>	<p>M</p>	<p>L</p>
<p>STAFF TRAINING</p>	<ul style="list-style-type: none"> • Colleagues, CYP and their families becoming infected with Covid-19. • Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. 	<p>L</p>	<p>C</p>	<p>E</p>	<ul style="list-style-type: none"> • All colleagues will complete in house Covid-19 awareness training prior to returning to work within a setting. • All colleagues will be made aware of the risk analysis and will have a duty of care to implement all control measures and report any concerns immediately to the Area Manager. 	<p>R</p>	<p>M</p>	<p>L</p>



	<ul style="list-style-type: none"> In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 							
WELL BEING during this period	<ul style="list-style-type: none"> Colleagues, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> JAG Support Office to continue to update colleagues as situations develop and as guidance changes. Absence will be managed by the Area Manager. It may be necessary to close clubs if absence is high – the Area Manager will make this decission with Head of Operations support. Risk assessmnets will be completed for any colleagues with individual needs , medical requirements or health conditions. Rostas will be in place. Area Managers will make contact with colleagues weekly to check on their well being. 	R	M	L
SAFEGUARDING	<ul style="list-style-type: none"> Colleagues, CYP and their families becoming infected with Covid-19. Those as above becoming ill and displaying mild symptoms such as cough or elevated body temperature. In sever cases this could lead to acute respiratory syptoms and in rare cases even death. 	L	C	E	<ul style="list-style-type: none"> Safeguarding & Compliance Partner to be made aware of any CYP attending on the CP register. Usual Child Protection procedures remain – any concerns must be logged on a Incident LOg and reported immediately to the Area Manager and Safeguarding & Compliance Partner; if not on site they will be contactable remotely. Usual Safeguarding procedures and checks will be maintained. Behavioural issues will be dealt with by colleagues in the usual way and the Setting Manager will communicate this with parents. 	R	M	L

L: Likelihood (AC, L, P, U, R)

C: Consequence (I, Mi, Mo, Ma, C)

R: Risk level (L, M, H, E)



Risk Matrix						
Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

KEY;

CYP – Children & Young People

DSL – Designated safeguarding Lead

JAG – Junior Adventure Group UK

CP – Child Protection



