

COVID-19 RISK ASSESSMENT

Most people who are infected with COVID-19 will experience mild symptoms, such as a cough and a fever, and will recover without the need for specialist treatment. Evidence suggests that children and adolescents are less likely to develop severe symptoms of the disease, but can still transmit the disease to others.

The aim of this risk assessment is to reduce the risk of spreading COVID-19 within our clubs as far as possible, by identifying and implementing measures that will help to keep staff, children and their families safe from infection. This risk assessment will be regularly monitored by Pins & Needles and will be subject to constant review following government guidelines and regulations set out by the school premises we operate in.

CONTACT US If you have any questions or suggestions regarding our COVID-19 risk assessment, please contact Michele Hall:

Email: info@pinsandneedles.club Tel: 07976 964067 © 2020 Pins & Needles

HAZARD	WHO MIGHT BE AFFECTED?	CONTROLS TO BE PUT IN PLACE	WHO IS RESPONSIBLE?	WHEN DO THE CONTROLS NEED TO BE IN PLACE?	DONE/ NOTES
Spread of COVID-19 Coronavirus	 Children School staff Club staff Parents/carers 	 HANDWASHING All children and staff will be expected to wash their hands or use hand sanitiser at the beginning and end of each session as well as any toilet breaks Tissues will be provided if needed and will be disposed in the bin straight after use Children and staff will avoid touching eyes, nose and face Hand sanitiser will be available at all clubs and encouraged to be used before, during and at the end of the session 	Club leader	For every session	
		 EQUIPMENT AND CLEANING: There will be no shared tools or equipment during the sessions All items that are used in each session will be cleaned and disinfected before each class and kept separate after use, so they can be cleaned thoroughly again before the next session Each child will be given the equipment and tools they need for that particular class; scissors, needles, pins, wool and fabric which only that child will be able to use for the duration of the session. These will be kept in named, lidded, plastic boxes, not fabric bags, to minimise the risk of infection and taken away by the staff member at the end Surfaces will be wiped down with anti-bacterial wipes before and after each session 	Club leader	For every session	

HAZARD	WHO MIGHT BE AFFECTED?	CONTROLS TO BE PUT IN PLACE	WHO IS RESPONSIBLE?	WHEN DO THE CONTROLS NEED TO BE IN PLACE?	DONE/ NOTES
Spread of COVID-19 Coronavirus	 Children School staff Club staff Parents/carers 	 SOCIAL DISTANCING AND NUMBERS: There will be a maximum of 5 children per teacher in any group, with a maximum of 2 groups per session. Ideally, each group would only contain children from one year group, although this may be subject to change in line with school guidelines Children will be distanced a minimum of 1 metre away from each other Children will be reminded of the importance of staying in their seats and discouraged from getting up and moving around. They will need to raise a hand to ask the teacher if they need help or need to use the bathroom Staff will also, where possible, exercise social distancing with children, other staff, school staff and parents/carers Where possible, doors and windows will be kept open to improve ventilation in the room and therefore help reduce the risk of infection 	Club leader	For every session	
		 FIRST AID: All staff members have Paediatric First Aid training and will be equipped with a basic First Aid Kit, face-mask and surgical gloves If a child hurts themselves during a session or requires First Aid, the staff member will use a face mask and surgical gloves to attend to a child separately and away from the rest of the group If a child shows any symptoms of COVID-19, a staff member will escort the child to a separate area of the room, well away from the rest of the group and will contact a school staff member on duty so that child can be taken to the school's designated COVID-19 medical assessment area If a child or member of staff has suspected symptoms of COVID-19, they will be sent home and must follow the Government guidance for households with possible COVID-19 infection. This includes self-isolation and taking a COVID-19 test 	Club leader	For every session	
		 TRACK & TRACE: All parents and carers will need to confirm a set of statements in our COVID-19 Parent/Carer Agreement about their child before the start of term. This will be mandatory in the booking process and we will communicate this to parents on a regular basis. If parents do not complete this agreement, their child will not be allowed a place at our club We will hold all contact details of parents/carers and their children and will submit to the school and NHS Track and Trace if necessary 	Club leader	At start of term/ half-term	

HAZARD	WHO MIGHT BE AFFECTED?	CONTROLS TO BE PUT IN PLACE	WHO IS RESPONSIBLE?	WHEN DO THE CONTROLS NEED TO BE IN PLACE?	DONE/ NOTES
Spread of COVID-19 Coronavirus	ChildrenSchool staffClub staffParents/carers	 COMMUNICATION: We will communicate our policies and risk assessments to all our parents and carers via email and also make these available on our website for reference Any updates or changes in policy following a change in government guidelines will be communicated to all parents/carers and a new set of statements agreed to if necessary 	Club leader	For every session/ continually	
		 COLLECTION: At the end of the session, all the children in the club will be brought to a collection point agreed by the school where their parents or carers can collect them. Children and staff will be socially distanced and follow the one-way system of the school as they make their way to the collection point Any children who have permission to walk home alone will be allowed to leave at this point via the designated exit, with appropriate social distancing Children who are collected by and after-school club, will be escorted to the designated collection area, as advised by the school 	Club leader	At the end of each session	
		 OUR STAFF: All our staff will neeed to confirm the same set of COVID-19 statements as parents before the start of term and will be expected to inform us immediately if anything changes If any of our staff falls ill or has symptoms of the virus, we will inform the school immediately and follow their procedures We will communicate to all staff their responsibility to adhere to the school's Guidance for Visiting Professionals and the importance in following these guidelines at all times 	Club leader	For every session/continually	