

KOOSA Kids – COVID-19 (Coronavirus) Club Risk Assessment

Risk	Protective Measures
National guidelines are updated daily but information is not passed on to club staff	<p>Directors and Senior Management to ensure it keeps up-to-date with any advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> • Government website (mainly <i>The Protective Measures for out-of-school settings during the COVID-19 outbreak</i> guidance) • Public Healthy England (PHE) • NHS Advice <p>Any change of information to be shared with all staff, parents and children</p>
Spreading of the Virus and General Hygiene measures	<ul style="list-style-type: none"> • The COVID-19: cleaning of non-healthcare settings guidance is followed; all staff to reiterate messages during rules • Posters around the club • Follow and adhere to all factsheets provided with regards to cleaning, food times and activities • Staff will follow our face mask policy and procedure to ensure they are wearing them when applicable as well as disposing of them safely • Covering your cough or sneeze with a tissue, then throwing the tissue in a bin/toilet • Ensure hand washing procedures are followed • Ensure children’s hand washing is supervised on toilet runs • Avoid touching your eyes, nose and mouth • Children will not be asked to loudly sing and chant and <u>not at all when in groups</u>. Staff will be reminded not to shout, even in H&S situations • All areas are constantly kept as well ventilated as possible – children will play outside as much as possible • Club Manager to ensure bathrooms, door handles, table tops/chairs and snack preparation areas are all cleaned thoroughly on a regular basis – at least twice per session. Please follow the daily cleaning checklist • Club Manager to ensure all equipment is cleaned at the end of the session before being rotated around the bubbles • Club Manager to sign the register on parents behalf to stop the pen being used by multiple people (PP on their behalf) – contactless communications • Club Manager to ensure all parents/carers wait outside. We can deliver the child to them once security checks have been completed. <u>Under no circumstances should parents/carers/siblings be entering the club</u> • General safe practice and social distancing to be followed when safeguarding/entertaining the children. Encourage as many table games as possible • Only equipment on our designated ‘safe’ list will be used – hard wearing and easy to clean • Toys from home are strictly forbidden – if a child brings a bag ready for school or after school, it will be placed in a location and cannot be visited mid session. KOOSA will allow for art to be taken home as long as it applies within the host schools procedures • All staff are made aware of KOOSA Kids’s infection control procedures, risk assessments and operating procedures (in line with DfE and PHE guidance) in relation to coronavirus • Liaise with school to ensure all toilet/bathroom facilities are clean as well as stocked and working. Liaise with School Site Manager to ensure paper hand towels are regularly re-filled • Ensure we work with the school and actively encourage our staff to ensure they take part in the lateral flow testing systems

	<ul style="list-style-type: none"> • Head Office to share instructions with families around infection control via website and mailshots • Head Office to provide antibacterial spray and blue roll for the club for wiping surfaces as required • KOOSA Kids are not currently accepting visitors • Employees that do not live together should not be travelling to work or from work together
Implementation of Social Distancing	<p>Small groups (bubbles) of up to 15 children (as per guidance) will be allocated where it is not possible to group as they are in the school day as described in the DfE guidelines; the same staff are assigned to oversee these bubbles wherever possible and, as far as possible, these stay the same during the session. Wherever possible, children will remain within the same bubble for all sessions and we will decide on the group size after considering the 5 key indicators as stated in government guidance.</p> <p>Rooms and other environments are organised to maintain space between seats and play spaces. Areas will be decluttered as much as possible.</p> <p>The program / schedule is revised to implement where possible:</p> <ul style="list-style-type: none"> • Plan for activities which limit movement between areas • Maximum number of activities possible to take place outdoors • No mixing or joining groups • Snacks are to be eaten within the bubble space. Snacks are served directly to the children <p>Drop-off and collection times are staggered and managed so that Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact.</p> <p>Work with the head teacher and agree how the children will get to and from the club.</p> <p>The number of children using the toilet at any one time is limited.</p>
Staff do not report sickness Staff are unwell but attend Club	<p>Directors/Senior Management to communicate to staff the importance of following national guidelines.</p> <p>Club Manager to remind all of the staff to follow the sickness policy and follow the HR guidance during social distancing period/ staff self-isolation.</p> <p>Staff to inform Head Office immediately of contact with anyone who has symptoms of virus, is self-isolating or has had a positive diagnoses – follow medical advice immediately.</p>
Child or adult (visitor or employee) shows symptoms whilst at KOOSA Kids	<p>All staff are made aware of the exact signs and symptoms that need reporting;</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <p>Staff must immediately report any signs and symptoms (for children/visitors or themselves) to Head office (DSL/Operations Director (07437 011318) / Operations Manager (07771 896827)) via call to their mobile phone or emailing safeguarding@koosakids.co.uk</p>

	<p>The email will be acknowledged within 4 working hours 7 days per week (9am – 5pm), if an employee does not receive acknowledgement, they must call the numbers listed above.</p> <p>Employee to get advice from NHS 111 immediately & PHE. Advice on cleaning spaces will be given by Public Health England – await advice.</p> <p>Staff to self- isolate – journey home by car.</p> <p>Childs parents informed immediately and asked to collect immediately and contact NHS on 111.</p> <p>Child displaying symptoms of coronavirus will be placed in the isolation area and will not come in to contact with other children and as few staff as possible, whilst still ensuring the child is safe. Any employees looking after the child within social distancing guidelines will wear appropriate PPE.</p> <p>The relevant member of staff calls for emergency assistance immediately if the child’s symptoms worsen.</p> <p>The isolation area may be outside. If unwell children are waiting to go home, they are instructed to use different toilets to the rest of the club to minimise the spread of infection.</p> <p>Parents are asked to have their child tested as soon as possible – this can be arranged on the NHS website. A child cannot return unless evidence of a negative test has been provided.</p> <p>Areas used by unwell children who need to go home are thoroughly cleaned once vacated.</p> <p>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</p>
<p>Virus detected at KOOSA or a positive case confirmed</p>	<p>The parent, visitor or employee must let KOOSA Kids know immediately; via the Head office (DSL/Operations Director (07437 011318) / Operations Manager (07771 896827)) via call to their mobile phone or emailing safeguarding@koosakids.co.uk</p> <p>The email will be acknowledged within 12 working hours 7 days per week (9am – 5pm), if an employee does not receive acknowledgement, they must call the numbers listed above.</p> <p>Directors/Senior Management to call PHE immediately. Follow guidance from Public Health England (PHE).</p> <p>We will take swift action when we become aware that someone who has attended KOOSA Kids has tested positive for coronavirus (COVID-19). We will then contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority 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.</p> <p>We will then be put through to a team of advisers who will inform KOOSA Kids of what action is needed based on the latest public health advice.</p>

	<p>The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the call to the PHE local health protection team. The advice service (or PHE local health protection team if escalated) will work with KOOSA Kids to guide us through the actions we need to take. KOOSA Kids will also inform Ofsted (https://www.gov.uk/guidance/report-a-serious-childcare-incident).</p> <p>To assist with NHS Test and Trace, records of which group/rooms children and staff were assigned to, will be kept for at least 21 days.</p> <p>Following the advice given from the DfE, KOOSA Kids will immediately contact the school and inform them of the recommended actions (which will include sending literature to parents and staff and may include the closure of the setting or certain bubbles).</p>
<p>Precautionary measures to prevent transmission are not being implemented</p>	<p>Parents have been informed that children will wash their hands on a regular basis (children will be reminded that handwashing will use soap, running water and last for 20 seconds);</p> <ul style="list-style-type: none"> • Before arriving for club • After using the toilet • After breaks or being outside • Before and after eating any food, including snacks <p>Children are reminded to avoid touching eyes, nose and mouth.</p> <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the infection control procedure and cleaning in non-healthcare settings guidance.</p> <p>Children are instructed to use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. If not they should cough or sneeze into their elbow.</p> <p>Children and staff must clean their hands after they have coughed or sneezed.</p> <p>Parents are informed not to bring their children to club if they show signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to club unless they have been tested.</p>
<p>Staff emergency plan</p>	<p>In light of severe staff absence; we have developed contingency plans to best ensure we can keep clubs operational, whilst keeping children and the remaining staff safe. These do involve stretching ratios, requiring office staff to assist at clubs and in worst case scenarios, whereby say three of the four normal club staff are off sick at any one time, by speaking to heads/business managers to see if any school staff may be available to assist in keeping the before or after school clubs open.</p>
<p>Outside contact</p>	<p>Parents are informed that only one parent can attend drop off or collection and they ideally won't have any other siblings in attendance.</p>

Parents are told that they cannot gather at entrance gates or doors, or enter the club (unless they have a pre-arranged appointment, which should be conducted safely). They must queue 2 metres apart.

Any bags that children bring with them for school purposes will be kept in a secure location and cannot be visited during the session. All belongings must remain within the bag during the session.

We will not have reapplying sessions of sun cream throughout the session.

Parents will be asked not to use public transport to access the club.