

COVID-19: Operational risk assessment for sticky fingers reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on Play Scheme and Clubs reopening issued by the Department for Education on 1st July 2020 as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Assessment conducted by:	Sheniz Ormandji	Job title:	Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	24/08/2020	Review interval:	Weekly	Date of next review:	Week from opening

Related documents

Links to links relevant to Risk Assessment:

Government guidance:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)
[Actions for schools during the coronavirus outbreak](#)
[Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)
[Coronavirus \(COVID-19\): guidance for educational settings](#)
[COVID-19: cleaning in non-healthcare settings](#)

Reviews

14/09/2020 - Amendments highlighted in Yellow

21/09/2020 - Amendments highlighted in Green

28.09.2020 - Amendments in blue

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

PM= Partially met

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the setting is reduced when social distancing guidelines are applied	M	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Full capacity will be 55 due to Covid-19, therefore we will be accepting 30 children. 	YES	<ul style="list-style-type: none"> I will begin to plan return to setting on September 7th 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.2 Organisation of teaching spaces					
Hall sizes will not allow adequate social distancing	M	<ul style="list-style-type: none"> Hall size and numbers reviewed. Group sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance . Maximum of 15 children per bubble Hall re-modelled, with chairs and tables in place to allow for social distancing. Spare chairs and tables removed so they cannot be used. Clear signage displayed in Hall promoting social distancing. Children to inform Sticky Fingers 5 days before they want to return Strict adherence to 5 days notice – children who arrive unannounced will be sent away – reviewed on an individual basis 	YES	<ul style="list-style-type: none"> Additional tables and resources in the hall if the bubbles increase – 	L
Poor ventilation causes further spread of virus	H	<ul style="list-style-type: none"> No air conditioning units to be used Hall doors to be left open Windows in used rooms to be left open 	YES		L
1.3 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within clubs when they reopen	M	<ul style="list-style-type: none"> Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing in of the other cohorts. Out of 55 children only 30 will be returning these will be divided up in to two bubbles of 15, with one staff for each bubble and additional staff to help with the continues of cleaning throughout the club 	YES	<ul style="list-style-type: none"> Begin to contact children to maximise uptake 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.4 The Breakfast Club					
The start and end of the session day create risks of breaching social distancing guidelines	M	<ul style="list-style-type: none"> The setting will be parent free. They will be asked to wait outside. The children will be picked up from the main door The staff will sign in the children. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Attendance patterns have been optimised to ensure maximum safety Encourage children to walk or cycle to school Children who have to get public transport need to wear a mask – parents to be informed of this 	Yes	•	L
1.5 Planning movement around the School					
Movement around the halls and building risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. Movement of children around hall is minimised as much as possible, with children staying in their bubbles and staff moving round. No child should be moving between the halls alone. Where children have to go to first aid/toilets or sent to Manger due to behaviour, an adult must escort them Staff need to maintain social distancing when moving around the halls, corridors children are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 	Yes	•	M
1.6 Curriculum organisation					
Lack of understanding of Coronavirus could lead to non-disclosures of symptoms	H	<ul style="list-style-type: none"> Children's understanding of Coronavirus to improve so they are aware of risks and the implications of covering symptoms Daily discussion regarding Coronavirus 	YES		M
1.7 Government and policy					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Staff Members are not fully informed or involved in making key decisions</p> <p>1.7.1 Closure of setting.</p>	H	<ul style="list-style-type: none"> Speaking to staff via phone. Staff are involved in key decisions on reopening. Staff are briefed regularly on the latest government guidance and its implications for the school and breakfast and Afterschool club. Meeting daily. If anyone is tested positive, the setting will have to close for 14 days as an isolation period. We are following the government guidelines and the halls guidelines. 	PM	<ul style="list-style-type: none"> Staff meeting to be organised on the reopening of the setting. First day back staff will be informed of all the new changes and what is expected of the COVID-19. 	M
1.8 Policy review					
<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>	M	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the setting. Staff, children and parents have been briefed accordingly. Management have amended policies 	YES		L
1.9 Communications					
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	M	<ul style="list-style-type: none"> Communications with the following groups taken place: Staff, children, Parents, Local authority. Regular updates to staff Parents directed to website for updates 	YES		L
1.10 Staff induction and CPD					
<p>Staff are not trained in new procedures, leading to risks to health</p>	M	<ul style="list-style-type: none"> Staff will be briefed before starting work Revised guidance briefed to all staff prior to reopening and includes: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures 	YES		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Constructive behaviour management • Safeguarding • Risk management 			
New (Cover Agency an bank) staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff prior to them starting. • Briefing Meeting with management of first attendance 	YES		L
1.11 Risk assessments					
Risks are not comprehensively assessed in every area of the setting in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	M	<ul style="list-style-type: none"> • Relayed on first day back and regularly relayed to children • Individual risk assessments completed for all staff adjusted when needed • Risk assessments are updated or undertaken before the setting reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> • Different areas of the setting • When pupils enter and leave school • During movement around setting • During break and lunch times 	YES	<ul style="list-style-type: none"> • Continual review of risk assessment 	L
1.12 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	L	<ul style="list-style-type: none"> • The details of how children will travel to and from school are known prior to opening. • Staff travel plans highlighted on individual risk assessment and mitigate where needed 	YES		L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19-Premises					
2.1 Cleaning					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> • A return-to-work plan for cleaning all staff to do cleaning regularly throughout the day. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Daily cleaning only of areas being used – Hall and Toilets • High touch areas identified and cleaned more often • Manager monitoring cleaning around the club 	YES		M
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that children and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the setting reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the club • Bubbles are taken to the toilets to wash hands using warm water • Hand sanitisers are available in the hall 	YES	<ul style="list-style-type: none"> • Management to have the hand sanitisers and sprays in her office. Staff to ask for more supplies when running low 	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters in the hall that reopens reinforce the need to wash hands regularly and frequently. • Timetable for washing hands or sanitising after every activity 	YES		L
2.3 Clothing/fabric					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Not wearing clean clothes each day may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> • Expectations and guidance are communicated to parents. • Staff may dress appropriately informal • Memo sent out to parents that they clean clothes should be worn every day 	YES	•	L
The use of soft furnishings within setting may increase the risk of infection	M	<ul style="list-style-type: none"> • Remove all soft furnishings from club in use including soft toys, pillows, cushions, blankets 	YES	•	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> • Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. 	YES	<ul style="list-style-type: none"> • Continue to follow and government guidelines 	M
Staff, pupils and parents are not aware of the settings procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	<ul style="list-style-type: none"> • Staff, children and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the club. • This guidance has been explained to staff and children as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	YES	<ul style="list-style-type: none"> • Continue to follow and government guidelines 	M
Staff, children and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> • Staff, children and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the club • This guidance has been explained to staff and children as part of the induction process on the first day they return to club • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	YES	<ul style="list-style-type: none"> • Continue to follow and disseminate government guidelines • Staff continue to receive bulletins as released 	M
2.5 First Aid/Designated Safeguarding Leads					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> • First Aid certificates up to date • First aiders always onsite 	YES		L
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the club	L	<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the Sticky Fingers website is created and updated. 	YES	<ul style="list-style-type: none"> • Weekly updates via letter and website 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text or the Sticky Fingers website. 	YES	<ul style="list-style-type: none"> • As above 	M
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	L	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	YES	<ul style="list-style-type: none"> • the meantime- use masks and gloves and remain 2m distance 	L
2.9 Preparation and Serving of Food					
Contamination of food and preparation areas	M	<ul style="list-style-type: none"> • A circulation plan is in place for managing the movement of children to avoid groups • Tables have been put in rows to ensure social distancing and • Normal food hygiene procedures are followed and enhanced • Windows are open at all times • Air conditioning is not being used • Breakfast table cleaning after each bubble use by staff 	Yes	<ul style="list-style-type: none"> • Review of the menu on offer once the setting has opened 	L
3. Maximising social distancing measures					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.1 Pupil behaviour					
Pupils' behaviour on return to setting does not comply with social distancing guidance	H	<ul style="list-style-type: none"> • Clear messaging to setting on the importance and reasons for social distancing is reinforced throughout the club by staff to children • For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • The behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, children and parents. • Messages to parents reinforce the importance of social distancing.. • Regular up dating through website, meetings and newsletters 	YES		M
3.2 Classrooms and teaching spaces					
The size and configuration of the hall and does not support compliance with social distancing measures	M	<ul style="list-style-type: none"> • Net capacity assessment completed. • Each bubble space will compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per bubble). • All furniture not in use to be moved to the side of hall • Arrangements are reviewed regularly as more pupils return. 	YES		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Shared use of resources are may increase risk of virus spreading	H	<ul style="list-style-type: none"> • Each 'bubble' to have own resources. • both bubbles can access the playground together, but must be kept in bubbles. 	YES	•	L
3.3 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	M	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Children know that they can only use the toilet one at a time. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • children are reminded regularly on how to wash hands and young children are supervised in doing so. 	YES	•	L
3.4 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	M	<ul style="list-style-type: none"> • parents will not have access to the reception area, they will be asked to wait outside. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). 	YES	• Continue to review once more services are up and running	L
3.5 Arrival and departure from school					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	<ul style="list-style-type: none"> The children will be picked up from the main door Social distancing guidelines are reinforced at entrances and exits through signage Weekly messages to parents stress the need for social distancing at arrival times. 	YES	•	L
3.6 Transport					
The use of public and school transport by children poses risks in terms of social distancing	M	<ul style="list-style-type: none"> Guidance is in place for children and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. 	YES	•	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Children with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the club aware of pupils' underlying health conditions and the club has sought to ensure that the appropriate guidance has been acted upon. The setting, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. 	YES	<ul style="list-style-type: none"> Risk assessments and care plans completed for children who are considering returning to setting with underlying medical conditions 	M
4.2 Staff with underlying health issues					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the club. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable and those shielding household members 	YES	•	M
Vulnerable group at higher risk of contracting CO-VID	H	<ul style="list-style-type: none"> Staff and children travelling by public transport at a higher risk of contracting CO-VID Masks provided to all staff who travel via public transport Children reminded to cycle or walk to school Parents informed about children wearing masks on public transport Individual risk assessments take into account travel 	Y		M
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Childrens mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support children with mental health issues. There is access to designated staff for all children who wish to talk to someone about wellbeing/mental health. 	YES		M
5.2 Mental health concerns – staff					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	YES		M
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> We can get access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	YES	•	M
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	M	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of children/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Exit from your nearest emergency exit, apart from other bubbles at the assembly point Fire drill to taken place to assess risks and social distancing 	PM	<ul style="list-style-type: none"> Distance between bubbles to reduce to 1m+ Reminder to bring medical boxes Management to ensure all staff know procedures and what to do in a fire drill-i.e bring registers, open gates etc 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	YES	•	M
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	YES		L
7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the setting in financial difficulties	H	<ul style="list-style-type: none"> Staff coming back after being off for five months. PPE to be bought for staff Additional COVID-19 related costs are being monitored and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. Managing budget is under review. 	YES		H

Approved by Manager on: 24th August 2020