

JPAC LTD and JPAC Elite Sports CIC RISK ASSESSMENT (Based upon HSE format)

We intend to work with schools and will adapt our risk assessment accordingly to meet the needs of individual schools.

We ask all parents/carers to be cautious to help protect children and staff. With cases on the rise, we ask for your support by maintaining social distancing and wearing masks. Thank You.

**“Attending childcare can help provide a routine as young children develop their social skills.” Gov Guidance Sept 1st 2020
We also feel this is important for the Mental Health and Well-being of children**

THE 4 IMPORTANT POINTS FOR ALL STAFF TO REMEMBER

- **SOCIAL DISTANCING** (remember it is better to be side by side if having a conversation)
- **FREQUENT HAND WASHING**
- **GOOD RESPIRATORY HYGIENE – CATCH IT BIN IT KILL IT**, Open windows for good ventilation
- **INFORM SCHOOL AND LOCAL HEALTH IF COVID 19 CASE WITHIN CLUB**

| What are the Hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risk? | Who needs to carry out the action? | When is the action needed by? |
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| Getting or spreading coronavirus by not washing hands or not washing them adequately | Staff Children | Follow HSE guidance on cleaning, hygiene and hand sanitizer. * Use allocated toilet facilities. * Provide information on how to wash hands properly Display posters, talk to the children about the | * Put in place monitoring and supervision to make sure staff and children are following controls *Put signs up to remind people to wash their hands These may already be on display in school) *Provide information for staff about when and where they and | Ryan Robertson Setting Managers and we will also utilise any school posters as an aid to reminding children | The start of each session Before and after food When changing areas e.g. outside to inside |

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| | | <p>need to wash hands correctly.</p> <p>*Provide hand sanitiser for the occasions when people can't wash their hands</p> | <p>children need to wash their hands.</p> <p>*Identify if and where additional hand washing/sanitising facilities may be needed If people can't wash hands</p> <p>*Provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities</p> <p>*Make sure people are checking their skin for dryness and cracking and tell them to report to Setting Manager if there is a problem</p> | <p>Ryan Robertson to establish a system for replenishing hand sanitiser and other aids to maintaining good standards of personal hygiene.</p> <p>Setting managers to ask children and staff to check hands</p> | <p>This will be in place as clubs begin to re-open.</p> <p>Each week staff and children will be reminded that it is important to check 'hand health'.</p> <p>Cracked hands need hand creaming.</p> |
| Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | <p>Club Staff</p> <p>Children</p> | <p>*Use the HSE guidance on cleaning and hygiene during the coronavirus outbreak-</p> <p>*Identify surfaces that are frequently touched and by many children and staff e.g. handles</p> | <p>* Put in place monitoring and supervision to make sure people are following controls, i.e. they are implementing the cleaning regimes –</p> | <p>Setting Manager to establish a rota and timetable for cleaning.</p> <p>Ryan Robertson to work with staff to</p> | <p>This will be in place as clubs re-open.</p> <p>This work will have been done in consultation with</p> |

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| | | <p>(inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom</p> <p>*Reduce the need for children to move around the club as far as possible. This will reduce the potential spread of any contamination through touched surfaces.</p> <p>Put cleaning regimes in place to clean between each user - Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors</p> <p>Reduce the number of activities available</p> | <p>*Provide information telling people who needs to clean and when -</p> <p>*Provide instruction and training to people who need to clean. Include information on: ➤ the products they need to use ➤ precautions they need to follow ➤ the areas they need to clean -</p> <p>Identify how you are going to replenish cleaning products</p> <p>* Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc) and where they should be used, -</p> <p>*Provide more bins and empty them more often (to be negotiated with school)</p> <p>*Provide areas for people to store personal belongings and keep personal items out of work areas</p> | <p>establish priority cleaning areas.</p> <p>RR to check club rotas for cleaning and cleaning timetable.</p> <p>RR to establish an 'order line' with club managers.</p> <p>Setting Managers to liaise with school caretaker with regards to waste disposal.</p> | <p>staff prior to re-opening.</p> <p>Work completed and checked prior to re-opening.</p> |
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| | | | <p>*clean things like reusable boxes regularly.</p> <p>Whenever possible make use of outdoor space.</p> | | |
| Getting or spreading coronavirus by not organising space correctly. | | <p>The Club area should be divided into “bubble groups” The Manager needs to use whatever is appropriate for the setting – cones, flags, pictures etc so that children can identify their area as quickly as possible.</p> <p>*Within the allocated space for each bubble groups need to be organized, so that the children play side by side wherever possible</p> | <p>Bubble organisation to be obtained from schools during September.</p> <p>Setting manager to organise method for identifying different bubble areas – something which can be put out quickly in the club so that children know exactly where they are to go and sit down.</p> <p>** We assume that most schools will have to arrange tables in rows to accommodate increased numbers.</p> | <p>RR</p> <p>Setting manager</p> | |

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| Getting or spreading coronavirus by not maintaining school groupings | <p>Staff – JPAC and School</p> <p>Children attending club.</p> <p>Other children in school.</p> | <p>*Obtain up to date “bubble” list from school</p> <p>*When children arrive at the club point out the allocated area for their bubble</p> <p>*Remind the children of the important rules</p> <p>-Social distance/avoid touching</p> <p>-Washing/sanitising hands.</p> <p>-Promote good respiratory hygiene - Catch it, bin it, kill it</p> | <p>It will be of extreme importance to maintain the integratory of the bubbles by establishing a NO ENTRY rule with parents/carers.</p> <p>Parents may wish to discuss arrangements for siblings who have become closer during lockdown. This must be discussed with parents and school. Particularly in the case of children with SEN.</p> <p>If school groupings cannot be maintain, this must be discussed with school and per Gov Guidance Clubs may have to create consistent bubbles of no more than 15 children.</p> | <p>RR</p> <p>It is important that setting staff remind the children about the importance of social distancing, good hygiene standards and good respiratory control – catch it, bin it, kill it. So that it becomes second nature. It is anticipated that this will be of particular importance at the start of the re-opening.</p> | In place for re-opening of club |
| Getting or spreading coronavirus by the use of the same toilet facilities | Children in club and school | <p>Toilets should be cleaned by school prior to club use.</p> <p>Toilet seats and taps should be wiped on a regular basis– this will be determined by the amount of use during club time</p> | <p>Spray or antibacterial wipes specifically for toilets to be purchased and distributed by RR</p> <p>Rota established for regular toilet checks.</p> <p>Where possible a toilet and washbasin per</p> | The setting manager needs to liaise with school and staff regarding organization. | In place for re-opening of the club |

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| | | | bubble needs to be established. | | |
| Getting or spreading coronavirus by allowing parents/carers access to the club. | Everyone in the Club and School. | No one other than staff and children will be allowed access to the club. | All parents/carers will be provided with a list of new rules which have been established by JPAC Ltd senior management. These will be emailed to ALL REGISTERED Parents/Carers. These will be updated with changing guidance from Gov. | Diane Proudfoot (JPAC Ltd Director) | Actioned last week of August and updated when necessary. |
| Getting or spreading virus through contact with parents/carers when children entering or leaving the club. | Parents and staff. | Staff and parents to wear a mask when children entering and leaving. | All parents and staff to be informed. | Diane Proudfoot to email all parents, Ryan Robertson to inform all staff. | Immediate and continuous. |
| Spreading the virus by allowing different adults to bring and collect children. | Parents and staff. | Children should be brought and collected by the same family member or a member of their immediate family bubble. For children attending after school only specific arrangements to be made with each school. | All families and staff to be informed. | Diane Proudfoot to email all parents. Ryan Robertson to inform all staff. | Immediate and continuous. |
| Getting or spreading coronavirus by not identifying and isolating children. | Everyone in the Club and School. | Breakfast Club – children will have temp. | All Parents /Carers will be told that they MUST NOT bring their child if they have a family. | Diane Proudfoot will email all Parents/Carers to | Actioned last week of August. |

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| displaying known early symptoms | | <p>check as they arrive at club.</p> <p>After School – all staff will be aware of symptoms of coronavirus. If they become concerned about a child they will be isolated immediately and parents will be asked to collect them immediately and obtain a test. Parents to inform school and JPAC Ltd of the results so that necessary measures can be taken.</p> | <p>member who is known to be infected or if the family has been contacted by Track and Trace England.</p> | <p>ensure they are aware of this requirement.</p> <p>Setting Managers will be responsible for establishing an isolation area and contacting Parents/Carers</p> | <p>Just prior to re-opening.</p> |
| Increased risk of spread of the virus due to poor management of respiratory hygiene | Children and staff | <p>Ensure good ventilation of the room.</p> <p>Use outside space .whenever possible</p> <p>Encourage children to catch it and bin it, kill it with regards to sneezing, coughing.</p> | <p>Talk to children about opening windows and playing outside.</p> <p>Reinforce bin it catch it, kill it procedures with children to help them understand the importance of their actions.</p> | Club staff | Daily |

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| Mental Health and well- being of children, their families and staff. | Principally Children but this can also impact upon families and staff. | All staff will be positive and mindful of their actions and language around children. | Ryan Robertson to provide a 'listening ear' so that staff always know that they can contact him if feeling concerned about the current pandemic. | Club staff | On going |
| Increased risk of spreading Covid-19 due to children attending who are unwell. | The Club | No child should be brought to the club if they are unwell or have been given medication to reduce their temperature. | All Clubs supplied with digital thermometer. Lateral flow test available for all staff. | Parents/carers | On going |

NOTE – In addition to paying careful attention to the controls in the Risk Assessment the following information regarding support for people with regards to the pandemic may be useful (Taken from Gov. Guidance Sept 1st 2020).

Mental Health and Well Being

Children may be experiencing feelings such as anxiety, stress or low mood as a result of the coronavirus (COVID-19) outbreak. There are online resources available to help adults and children with mental health, including:

- [MindEd](#), a free educational resource from Health Education England on children and young people's mental health

- [Rise Above](#), which aims to build resilience and support good mental health in young people aged 10 to 16
- [Every Mind Matters](#), which includes an online tool and email journey to support everyone to feel more confident in taking action to look after their mental health and wellbeing
- [Bereavement UK](#) and the [Childhood Bereavement Network](#), provide information and resources to support bereaved pupils, schools and staff

Barnardo's See, Hear, Respond service, provides support to children, young people and their families who aren't currently seeing a social worker or other agency, and who are struggling to cope with the emotional impacts of coronavirus (COVID-19). You can access via the ['See, Hear, Respond' service self-referral webpage](#) or Freephone 0800 151 7015.

The following documents have been consulted when compiling this Risk Assessment:

- Protective measures for out-of-school settings during Coronavirus (Covid-19) outbreak - July 10th 2020
- HSE Managing Risk and Risk Assessments at Work – Coronavirus (Covid-19) updates
- Protective measures for out-of-school settings during coronavirus (Covid19) outbreak - July 1st 2020
- Working safely during coronavirus (Covid-19)
- Guidance: (Covid-19): Implementing protective measures in education and childcare settings - updated June 2020
- Out of School Alliance documents
- Government Updated Guidance Sept 1st 2020
- Government Updated Guidance Dec 30th 2020
- Government updates Oct 2021