



NOTE:

1. Presenter / Instructor must read, understand and agree to comply with the information provided in this document prior to attending and running session activities.
2. In addition to this document Presenter / Instructor must also comply with individual school's or playscheme COVID safety guidelines and polices to ensure safety protocols are adhered to prior to science activities commencing.
3. This document must be reviewed and updated when there is a change to planned session activities.
4. All Presenters / Instructors are responsible to carrying out actions.

What are the hazards?	Who might be harmed or affected and how?	Risk Level (L,M,H)	Steps Taken to prevent / minimise risk	What further action do you need to take to control the risks?
<p>High Traffic Areas Movement of people around schools or play scheme settings. Inadequate social distancing leading to spread of virus.</p> <ul style="list-style-type: none"> • Congregation around entrance and exit points, causing people to compromise social distancing. • Large volume of people moving in 	<p>Visitors Staff Students Parents / carers</p>		<p>Check with respective venues COVID protocols. Ensure any one-way systems for movement around the school or venue is adhered to. Inform parents and carers of drop off and collection procedures. Encourage them to follow the schools' social distancing procedures to minimise adult congregation. Only one Presenter / Instructor per activity session. Have small groups (a bubble), with no more than 15 children per group. Activities work stations to be spaced</p>	<p>Ensure staggered movements of bubble.</p>



<p>classrooms or corridors</p> <ul style="list-style-type: none"> •High volume of people in a room or building limited ventilation and social distancing •Group work leading to lack of social distancing. 			<p>out. Minimise movement around the classroom, and where possible keep all activities based at respective work stations.</p> <p>Keep bubble groups together where possible and in different areas of classroom or hall to minimise contact between bubbles. Keep groups small.</p> <p>Activity session adapted to minimise close group work.</p>	
<p>Hygiene and Cleaning</p> <ul style="list-style-type: none"> • Getting or spreading coronavirus by not washing hands or not washing them adequately 	<p>Visitors</p> <p>Staff</p> <p>Students</p> <p>Parents / carers</p>		<p>Reducing contamination by ensuring hand washing regime is in place before and after activities. Check school / venue COVID handwashing protocols for before and after the planned activities. Children to wash their hands before the start of the Session activities.</p> <p>Provide water, soap and paper towels at washing facilities. Provide information on when and how to wash hands properly at least 20 seconds. (display a poster)</p> <p>Where a sink is not nearby, provide supervised access to hand sanitiser at the start and during the planned session activities. Provide hand sanitiser for the occasions when people can't wash their hands. To also be made aware if anyone has reaction or allergy to hand sanitisers.</p>	<p>Put signs up to remind people to wash their hands and procedures involved to safe hand washing.</p>



			<p>Allow 5 minutes at the start of planned session activities for children to wash their hands – ensure social distancing by limiting the number of children at one time.</p> <p>Presenters / Instructors will have hand sanitiser, cleaning spray, paper towel, disposable cleaning cloths, disposable gloves, disposable fluid-resistant face masks, disposable aprons, reusable face shield, rubbish bags.</p> <p>To confirm with school / venue COVID protocols for children using toilet. To limit the number of children who use the toilet facilities at any one time. Where possible different toilets should be used by each bubble group.</p>	
<p>Equipment, workstations and surfaces</p> <p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p> <p>Contaminated surfaces</p>	<p>Visitors</p> <p>Staff</p> <p>Students</p>		<p>Check and confirm with school / venue COVID cleaning protocols for before and after the planned session activities. Clear and remove unnecessary items from classroom tables where there is space to store it elsewhere. Provide cleaning equipment in activity kits, gloves, cleaning spray, disposable cloths and paper towels. Minimise equipment in kit to make cleaning regimes easier, consider not using equipment that is difficult to sanitise. Follow government cleaning guidance if someone becomes ill with suspected COVID-19 COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p>If the school / venue provides each child with their own stationery equipment set. Provide enough stationery equipment in kit for one per child to prevent the sharing of stationery and other equipment where possible.</p>	<p>Sharing of equipment minimised where possible.</p> <p>Where possible provide individual use of equipment and have smaller number of people per work stations.</p>



<p>Shared resources and equipment increasing spread</p> <p>Using equipment multiple times</p>			<p>Equipment to be cleaned by Presenter / Instructor after each use.</p> <p>Ensure all equipment are thoroughly and appropriately cleaned between small groups (bubble) of children and after each session activity.</p> <p>https://www.hse.gov.uk/coronavirus/cleaning/index.htm</p>	
<p>Member of a bubble group becoming unwell with COVID-19</p>	<p>Visitors</p> <p>Staff</p> <p>Students</p>		<p>Confirm with school / venue COVID protocol and procedures in place for a child with suspected COVID. Take the temperature of the child with a disposable thermometer. Should a child become unwell during an enrichment club activity with symptoms of COVID-19 (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) immediately contact the parent to collect the child. If a child is awaiting collection, if possible, move them to an area where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. (Follow individual school procedures and protocols). Ensure good ventilation is available. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. PPE should be worn by appropriate adult if a 2 M distance cannot be adhered to. Face mask, disposable apron, disposable gloves. If they feel there is a risk of droplet contamination ie.g. from coughing, sneezing, spitting or vomiting they should wear a face shield.</p>	<p>Check and ensure if prior knowledge of an unwell or suspected COVID symptoms of a child, that the said child is not allowed to attend the planned after school session activity and a parent or carer is informed to immediately pick up the child from school / venue.</p>
<p>Premises / Venue Spreading of coronavirus of high</p>	<p>Visitors</p> <p>Staff</p>		<p>leaving non-fire doors open to reduce the amount of contact with doors and also potentially improve ventilation.</p>	



traffic areas (door handles)	Students Parents / carers		https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm	
			Areas and equipment where people touch the same surfaces, such as in kitchens or canteens; • areas and surfaces that people touch frequently but are difficult to clean;	
Fire Evacuation procedures due to one-way systems	Visitors Staff Students Parents / carers		To be made aware of school / venue fire safety procedures and any changes that may impact on layout. To be aware and familiar with fire evacuation routes and assembly points to ensure that social distancing guidelines are followed.	
Class room set up	Visitors Staff Students		To not move table or chairs in place due to COVID classroom safety set up.	
Designated Room for suspected cases			To be aware of school / venue protocol and designated room	
Working Practice	Visitors Staff Students		Follow the school / venue protocol for signing in and out at reception.	



<p>Ventilation and waste disposal to reduce spread of</p>	<p>Visitors Staff Students</p>		<p>Ensure classroom windows are open and doors propped open, where safe to do so (being aware of fire safety and safeguarding).</p> <p>Use covered bins for disposal of used tissues.</p>	
<p>Staff</p>	<p>Staff</p>			
<p>PPE and face masks use equipment when dealing with a symptomatic child are clear and understood by staff</p>			<p>If anyone 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, they must be sent home and advised to follow the Stay At Home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should self-isolate for at least 10 days and arrange to have a test to see if they have coronavirus (COVID-19.) Other members of their household must self-isolate for 14 days from when the initial household member first had symptoms. If a child, becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home, a disposable fluid-resistant face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If close contact with the child or young person is necessary, then gloves, an apron and a disposable fluid resistant face mask should be worn by the supervising adult.</p> <p>Eye protection should be worn if risk of splashing to the eyes, for example from coughing, spitting, or vomiting.</p>	



Use of PPE			Correct training given on the use and safe disposal of PPE. Follow guidance on putting on and taking off standard PPE COVID 19 personal protective-equipment use for non-aerosol generating procedures and above guidance on use in education settings.	
Social distancing			Presenters / Instructors (where possible) follow social distancing with other staff and children in their working environment	
Protocol For dealing with Suspected and confirmed cases			Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus. If a Presenter / Instructor or child becomes unwell with a new 1. continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell, they must be sent home and advised to follow the Stay-at-Home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should self-isolate for at least 10 days and arrange to have a test to see if they have coronavirus (COVID19.) Other members of their household must self-isolate for 14 days from when the initial household member first had symptoms. Inform the school office / venue. Keep an up-to-date accurate record of staff and pupils to enable public health contact tracking and test regimes.	
Dealing with cleaning after suspected and confirmed cases			Contact the school office to inform them and arrange specialist cleaning of the area. To dispose of waste from people with symptoms of coronavirus (COVID-19), such as disposable cleaning cloths, tissues and PPE: 1. Should be put in a plastic rubbish bag and tied when full	



			<p>2. The plastic bag should then be placed in a second bin bag labelled and tied</p> <p>3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known</p> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p>	
Testing -Twice weekly Lateral flow Test			<p>Access to and taking regular, rapid coronavirus (COVID-19) testing twice weekly for asymptomatic adults, to help prevent outbreak of coronavirus. https://www.gov.uk/government/news/twice-weekly-rapid-testing-to-be-available-to-everyone-in-england</p>	
Communication with parents / carers	Parents / carers other staff entering or working in the setting		<p>Inform parents, carers and other staff not to enter the premises if they are displaying any symptoms of coronavirus.</p> <p>Retain regular communications, update emergency contact details for all children.</p>	

