

RISK ASSESSMENT/CHECKLIST – Covid-19

Polska Sobotnia Szkoła w Enfield



52 Bell Lane

Enfield, EN3 5BA

Mob: 079 8868 0162

Email: sekretariat@polskaszkolaenfield.com

www.polskaszkolaenfield.com

Item/Area/Activity Being Assessed	Venue	Assessor Name	Assessment Date	Approver Name	Approval Date	Review Date
Adam Mickiewicz Polish Saturday School in Enfield	The John Keats Ark Academy	Grazyna Maczkowska	23/07/2020	Schools Plus		5/09/2020

Description of activity & hazards	Who might be harmed?	Suggested Controls Responsibility in some areas will fall between SP and the Organising Group and should be clarified on this document	Risk	Confirmed in place	Details/Notes / Further mitigating actions to consider
Introduction of virus from symptomatic or asymptomatic individuals	All	Warning signs displayed in reception to stay away if symptomatic or if advised to self-isolate Advice on website Reminders issued to all attendees on a daily basis	3		

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Severe outcome from virus	Vulnerable & extremely vulnerable individuals	<p>Gov advice no longer requires isolation for extremely vulnerable people (after 1/8/20).</p> <p>Consider which duties and activities should be allocated to vulnerable and extremely vulnerable employees and attendees.</p> <p>Extra care protocols for vulnerable and extremely vulnerable attendees</p> <p>Consider the needs and concerns of BAME individuals (employees or attendees), who may be at increased risk of severe outcomes</p>	3		
Contracting the virus through contact with infected surfaces or close contact	All	<p>Promote increased hand-washing</p> <p>Provide hand cleaning facilities / sanitiser stations</p> <p>Posters advising hand-cleaning and Catch It – Bin It – Kill it</p> <p>Enhanced cleaning of contact points within facilities whilst in use</p> <p>Enhanced cleaning of overall site and contact points not in use by Summer Camp (Schools</p>	2		

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		Plus)			
Mingling of children	Children and staff	<p>Group sizes (bubbles) strictly limited to 15 plus minimum one supervising adult but in line with standard child/adult supervision ratios</p> <p>Siblings should be kept in the same group where possible</p> <p>No mingling between groups during the day</p> <p>Children remain in allocated group for the duration of the sessions</p> <p>Staggered break times</p> <p>Breaks to be taken outside wherever possible</p> <p>Social distancing (1m+) to be exercised wherever possible, even within groups. Contact between children to be kept to an absolute minimum. Activities should be designed with this in mind</p>	3		e.g. Group 1 (3-4 yrs) in Room A; Group 2 (4-5yrs) in Room 5; etc.

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Travel	Parents, Children and Staff	<p>Children should ideally be from the local area and should be advised to arrive on foot or by bicycle and avoid public transport where possible</p> <p>Parents dropping off by car must only travel with members of their own household</p> <p>Attendees arriving on public transport should be reminded to follow social distancing and wear masks as required</p>	2		
Large numbers of people present in one location at drop-off and collection	All attendees and guardians, reception staff	<p>No physical sign-in sheet</p> <p>Set staggered arrival times for groups if possible</p> <p>Advise parents to arrive on time (not too early) and leave promptly</p> <p>Parents must drop and collect children outside (incl. car park) and may not enter the buildings</p> <p>Parents to be advised not to gather</p> <p>Use one-way system if possible for arrival and departure</p>	3		

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Touching of equipment e.g. tables, chairs, sound equipment	Leaders / all attendees / SP staff who touch equipment after event	Enhanced cleaning protocols Regular cleaning of surfaces and contact points Cleaning at beginning and end of each day	3		
Use of shared equipment	Children and supervisors	Equipment to be allocated to a bubble Equipment must be cleaned before allocating to a different bubble Full cleaning of equipment at the end of each week	2		
Use of personal equipment	Children and supervisors	Use of mobile phones etc. should be limited for reasons of cross-contamination and safeguarding No sharing of personal equipment at all	2		
Food & Snacks	Children and supervisors	Attendees should bring their own food, snacks and water bottles Eating and drinking should take place outdoors if possible	2		

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		<p>No sharing of food or water bottles</p> <p>Social distancing 2m to be observed whilst eating. People eating should be seated</p> <p>Attendees take their bottles and packaging/food carriers away with them at the end of each day</p>			
Indoor Activities	Children and supervisors	<p>Social distancing to be maintained as far as possible</p> <p>Large spaces to be used</p> <p>Consider carefully activities such as chanting and singing which carry extra risk</p> <p>Ventilation to be enhanced as much as possible</p> <p>If your activities can be conducted outdoors then they should be</p>	2		
Outdoor Activities	Children and supervisors	<p>Social distancing to be maintained as far as possible</p> <p>No contact – i.e. no matches, no tackling</p>	2		N/A
Toilets	Children and	Toilets to be allocated to bubbles if possible	2		

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	supervisors	<p>Manage use of toilets to limit the number of children at any one time</p> <p>Children from different bubbles should not use toilets at the same time if possible</p> <p>Toilets to be cleaned frequently. At least 2x per day and between use by different groups if possible</p>			
Data for Test & Trace	All	Data to be held by the organising group for a minimum of 21 days.	N/A		
First Aid	All	<p>Each bubble to have a First Aider if possible</p> <p>First Aider to wear disposable PPE when administering First Aid</p>	3		
Symptomatic Individual	All	<p>If a child develops symptoms of Covid-19 while in attendance, they will need to be collected from school immediately</p> <p>Any individual showing symptoms to be kept in an allocated room awaiting collection, with a Supervisor if a child</p>	2		

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		Supervisor to wear PPE, mask and gloves if social distancing of 2m cannot be maintained			
		Test & Trace to be notified. Whole bubble and supervisor may be required to self-isolate for 14 days			
Individuals not aware of requirements	All	Communicate policies and risk assessment with all parents and staff Share useful links, e.g. as shown	1		https://www.gov.uk/coronavirus/education-and-childcare https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak https://www.brighthorizons.com/family-resources/talking-to-children-about-covid19

Appendix: Rating Risk & Action Required

Risk Rating – Specific to Covid-19 and SUPPLEMENTARY to general Risk Assessment

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Likelihood	
1	Very unlikely (complete separation of different households)
2	Unlikely (2m distancing of separate households)
3	Moderate (1m+ distancing of separate households)
4	Likely (Less than 1m+ distancing)
5	Very likely (No distancing / large groups)

Risk Level above 3 is unacceptable