



COVID-19 RISK ASSESSMENT

Most people who are infected with COVID-19 will experience mild symptoms, such as a cough and a fever, and will recover without the need for specialist treatment. Evidence suggests that children and adolescents are less likely to develop severe symptoms of the disease, but can still transmit the disease to others.

The aim of this risk assessment is to reduce the risk of spreading COVID-19 within our clubs as far as possible, by identifying and implementing measures that will help to keep staff, children and their families safe from infection. This risk assessment will be regularly monitored by Pins & Needles and will be subject to constant review following government guidelines and regulations set out by the school premises we operate in.

CONTACT US If you have any questions or suggestions regarding our COVID-19 risk assessment, please contact Michele Hall:

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RISK ASSESSMENT CONDUCTED BY: DATE:

HAZARD	WHO MIGHT BE AFFECTED?	CONTROLS TO BE PUT IN PLACE	WHO IS RESPONSIBLE?	WHEN DO THE CONTROLS NEED TO BE IN PLACE?	DONE/NOTES
Spread of COVID-19 Coronavirus	<ul style="list-style-type: none"> • Children • School staff • Club staff • Parents/carers 	<p>HANDWASHING</p> <ul style="list-style-type: none"> • All children and staff will be expected to wash their hands or use hand sanitiser at the beginning and end of each session as well as any toilet breaks • Tissues will be provided if needed and will be disposed in the bin straight after use • Children and staff will avoid touching eyes, nose and face • Hand sanitiser will be available at all clubs and encouraged to be used before, during and at the end of the session 	Club leader	For every session	
		<p>EQUIPMENT AND CLEANING:</p> <ul style="list-style-type: none"> • There will be no shared tools or equipment during the sessions • All items that are used in each session will be cleaned and disinfected before each class and kept separate after use, so they can be cleaned thoroughly again before the next session • Each child will be given the equipment and tools they need for that particular class; scissors, needles, pins, wool and fabric which only that child will be able to use for the duration of the session. These will be kept in named, lidded, plastic boxes, not fabric bags, to minimise the risk of infection and taken away by the staff member at the end • Surfaces will be wiped down with anti-bacterial wipes before and after each session 	Club leader	For every session	

