

The Avenue Infant School Breakfast and After School Club

SPECIFIC RISK ASSESSMENT FOR:	BREAKFAST CLUB Risk Assessment during COVID-19 pandemic
DATE OF ASSESSMENT:	28.9.20 (to be regularly updated until opening and reviewed once opened)

All residual Risk Ratings must be LOW otherwise re-assess control measures.

Significant Hazards and Identification of Risk	Control Measures	Residual Risk Rating
<p>Transmission through direct contact</p> <p>Consider:</p> <ul style="list-style-type: none"> - Groups - Staffing - Pupils arrival and collection - SEMH / behaviour challenges - Pupils with personal care needs - Emergency situations - Administering first aid - Toilets - Visitors, deliveries, waste collection, contractors - Procedures for if a child begins to show virus symptoms 	<p><u>Groups</u></p> <p>The Breakfast Club will offer before school provision for pupils from The Avenue Infant School. During the school day the children are in year group bubbles for Reception and class bubbles for TAIS Year 1 and 2.</p> <ul style="list-style-type: none"> • These bubbles will be maintained in the hall with separate tables(a minimum of 2m apart) for each bubble and a ‘finish’ space for each bubble (i.e. mat / table for the children to move to once they have finished their breakfast) • Numbers will be limited (initially at least) to 30. The group accessing the Breakfast Club will be as consistent as possible with no on-the-day or last minute bookings possible. • Accurate attendance records will continue to be maintained and be of use should a positive case be discovered. • The hall will be well-ventilated with open windows and doors as far is practical <p><u>Pupils arrival</u></p> <ul style="list-style-type: none"> • When pupils arrive they will be brought down to the hall door by parents / carers (all gates will be open to minimise contact) but parents / carers will not enter the building. • After washing hands they will be seated at their bubble table and their breakfast served to their table. When finished eating they will use a table or mat for their bubble only, next to their eating table. <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Wherever possible staff will maintain social distancing wherever possible due to their links to the bubbles through the school day. <p>Maintain staffing expectations in place during school day:</p> <ul style="list-style-type: none"> - <u>Distancing: Staff expected to adhere to social distancing between each other and with parents</u> (ideally 2 metres or 1 metre+ where that is not possible). <u>Adults should avoid face to face contact and minimise time spent within 1 metre of anyone else</u> . Adults should also <u>try to maintain social distance with pupils</u>. However, we accept maintaining distancing with younger children is not always possible so adults can do this when circumstances allow. Staff contact with children from <u>adult height</u> wherever possible. Where this is not possible, <u>side by side contact</u> at same level as child. These measures will often not be possible with pupils who have complex needs or need close contact care- these pupils educational and care support should be provided as normal. <p><u>Behaviour policy:</u> has been reviewed to reflect new rules and routines which communicated to pupils, parents and staff in advance, are actively taught in school, rigorously reinforced in school, consistently imposed sanctions when rules are broken and lots of encouragement and praise for pupils following rules.</p> <ul style="list-style-type: none"> ○ Posters displaying the Golden Rules and additional Be safe expectations will be displayed at ASC ○ Staff will refer to and reinforce expectations ○ Young children and those with complex needs may struggle to follow the requirements and behaviour expectations- this risk will be mitigated by additional supervision by staff, gentle rule reminders and modelling by 	<p>LOW</p>

- staff. (PPE available where physical intervention is required to manage extreme behaviour to provide additional protection to pupil and staff)
- Individual risk assessments for pupils with SEN and behaviour needs

Toilets- due to limited toileting facilities the following measure will be put in place.

- Toilets will have been thoroughly cleaned the evening before
- BC pupils will be regularly reminded of behaviour expectations in the toilets and hand hygiene
- Staff will manage the use of the toilets to avoid overcrowding
- Pupils will use hand sanitiser once back in the hall

Face coverings:

Guidance followed during the school day remains relevant for BC:

In line with the most recent guidance and research **face coverings are not advised for young children.** *'Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.'* <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

On the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even where social distancing is not possible. There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided. <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

- Where pupils or staff arrive at school in face masks, disposable masks should be placed in a lidded bin or for pupils, ideally, removed and taken home by the parent. Reusable face coverings should be bagged (sealed plastic bag) on arrival at school and again, for pupils, ideally taken home by the parent. Resealable plastic bags will be available in school if required. After removing a face covering hands should be washed thoroughly.

In line with the most recent guidance staff may wear face coverings in communal areas, such as the staffroom, where it is more difficult to socially distance but these should not be worn in classrooms where current measures are sufficient and the use of face coverings would have a negative effect on teaching. There is no obligation for staff to do this.

Visitors to school:

The school may have necessary visitors, for example contractors, whilst Breakfast Club is running. The school staff will ensure these visitors are not in areas of the school that BC is using. The usual school precautions (outlined below) will be in place:

Limiting visitors to site through school day.

- Parents requested not to enter the school site (see Pupil Drop Off and Collection Protocol)
- Visitors to be limited- i.e online/ telephone meetings wherever possible. Visitors required for the safety (i.e. social workers) or for specialist educational benefits are acceptable but will be distanced wherever possible and school guidance regarding hygiene / cleaning will be shared with visitors [Covid-19 Visitor Guidance leaflet]
- **A record of all visitors will be kept.**

Deliveries / waste collections:

- If practicable drivers should wash or clean their hands before unloading goods and materials.
- Minimise contact with delivery staff, ideally allow packages to be left in a safe place.
- Hands are to be thoroughly washed after handling all deliveries or waste materials.

	<ul style="list-style-type: none"> Waste bags and containers - to be kept closed. <p>Waste collections to be made when the minimum number of persons are on site (i.e. before /after normal opening hours).</p> <p>Contractors:</p> <ul style="list-style-type: none"> Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site during the school day (when pupils are present) and will read and comply with signs in reception regarding good hygiene. Other contractors should ideally attend when pupils aren't on site. Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash/clean (using alcohol-based hand sanitiser) their hands upon entering the site. Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> Repeat the hand washing/sanitising every hour. Site inductions are to be carried out following social distancing principles (2m separation). 	
<p>Transmission of virus through close contact with children- 1:1 and restraint resulting in direct transmission</p>	<p>PPE provision for staff for managing SEMH, behaviour issues, etc. where restraint is required- gloves, apron, face masks, visors all available in each room.</p> <ul style="list-style-type: none"> For certain children who may require closer contact, staff member to be provided with their own stock of PPE and protective materials in a bumbag (masks, gloves, hand sanitiser) for protection of pupil and member of staff (this will also be an adjustment offered to staff who are clinically extremely vulnerable) Seek expert guidance from Educational Psychologist / special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments Pupils whose behaviour puts others at risk may be refused a place at BC <p>PPE provision for staff when dealing with pupils with personal care needs, for emergency situations and first aid.</p> <ul style="list-style-type: none"> Supplies are stored in appropriate rooms where care will take place and can be accessed by all staff members as and where required in exceptional circumstances Personal care – PPE (mask, face shield, gloves and apron) Administering first aid to be carried out side to side, using verbal instructions if possible. Gloves to be worn at all times and consider face shield and mask <p>Posters around the setting will advise on safe disposal of used PPE in line with guidance- staff to make themselves familiar with this guidance and location of PPE.</p>	
<p>Transmission of the virus through direct contact with someone exhibiting symptoms</p>	<p>Minimise contact with individuals who are unwell:</p> <ul style="list-style-type: none"> Communicate clearly to parents that if pupils, or a member of their household, is exhibiting coronavirus (Covid-19) symptoms or has tested positive in the last 10 days, they should NOT attend school. Communicate early to staff that if they, or a member of their household, is exhibiting coronavirus (Covid-19) symptoms or has tested positive in the last 10 days, they should NOT attend school. NHS Test and Trace procedure to be shared with all staff and parents / carers <p>Parents will be reminded no children should be brought to school, including Breakfast Club, if they are exhibiting symptoms. No children will be admitted to Breakfast Club if it is noticed they are exhibiting symptoms. Staff members will be alert to signs of possible symptoms.</p> <p>Stringent infection control measures will be put into place if anyone begins to exhibit symptoms during the day, namely:</p> <ul style="list-style-type: none"> - A new, continuous cough; OR 	

	<ul style="list-style-type: none"> - A high temperature; OR - A loss of, or change, in their normal sense of taste or smell <p>They will be sent home and advised to follow the ‘Stay at home; guidance for households with possible or confirmed coronavirus (Covid-19) infection’ (self-isolate for 10 days, arrange to have a test and siblings / other members of the household should self-isolate for 14 days from when the symptomatic person first displayed symptoms.</p> <p>If a child is awaiting collect, the following steps will be taken:</p> <ul style="list-style-type: none"> • Isolating in a separate room (use available classroom) behind a closed door with appropriate supervision until they are collected by their parent / carer. Staff member will wear PPE and escort them to the room, ideally at a 2metre distance. • A window should be opened for ventilation • Separate toilet will be used if needed before collection (upstairs staff toilet at rear of the school) which will then be shut off until cleaned • Any siblings to also be sent home. • Testing and self-isolation information will be given to the parent / carer. Parent / carer will be asked to advise school of the test result. • PPE to be disposed of according to guidance (Guidance posters in the room) • The hall and classroom will be thoroughly cleaned in line with guidance for cleaning a potentially contaminated area. Contaminated materials (e.g. tissues / cleaning materials should be binned then the big liner tied and bagged again in a yellow hazardous waste bag- this will be placed in the courtyard off the hall with a label dating its placing there- this can be placed in the usual waste bin after 72 hours. • The member of staff will wash their hands thoroughly for at least 20 seconds with soap and running water • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do NOT need to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. <p>If a member of staff begins to show symptoms:</p> <ul style="list-style-type: none"> • If a staff member shows symptoms they will be told to go home immediately. If they are not well enough to drive we will phone a family member or friend. The SLT will then cover their role. • The areas of school they have used will then be disinfected. • School will not drive child/adult. • Staff have been informed about the need for self-isolation as advised by the Government <p>Where cases are confirmed through a positive test result the school will contact the <u>DfE helpline</u> and pass on the information required and implement actions as advised. The LA will also be notified in line with the notification procedure.</p>	
<p>Transmission of virus through poor hygiene / cleaning through direct / indirect contact</p> <ul style="list-style-type: none"> - Handwashing - Cleaning protocol - Use of resources - Staff practice - Procedures when symptoms shown 	<p>Effective infection protection and control measures will be put in place and shared with all staff and pupils</p> <ul style="list-style-type: none"> • Cleaning hands more often than usual. Teaching handwashing techniques in line with government advice as well as regular reminder and posters. BC pupils will use the sinks in the toilets for handwashing and hand sanitiser gel is positioned at intervals around the hall • Handwashing: <ul style="list-style-type: none"> ○ on arrival at BC, ○ after coughing / sneezing ○ before eating and regularly throughout the session (Posters displayed, staff remind pupils regularly) • Encourage good respiratory hygiene- ‘catch it, bin it, kill it’ (Posters displayed, staff remind pupils regularly). Class staff to monitor levels throughout session and refill as required (this should not normally be necessary- see next point). Site Supervisor to ensure adequate stocks for each day and sufficient stock in storage, ordering as needed. • All staff to have read and follow government guidelines as follows: https://www.gov.uk/government/publications/covid-19-decontamination-in- 	<p>LOW</p>

	<p>non-healthcare-settings</p> <ul style="list-style-type: none"> • Frequently touched surfaces (such as the kitchen) will be cleaned regularly. • Use of disposable cloths • Food will be prepared with rigorous hygiene measures in place and generally by just one member of staff. Food containers and crockery / cutlery will be handled by minimal people. Plates, cups and cutlery will be washed in the dishwasher. • Staff will wear disposable aprons, gloves and hair nets for food preparation. • Staff will serve the food to the child at the table to minimise circulation. • Basic first aid materials to be in the hall. Where the first aid room has to be used, the staff member will clean areas touched / used before leaving. • Staff to wash hands before using communal equipment such as microwave, water cooler (posters to remind) • Resources: <ul style="list-style-type: none"> ○ All food prep resources, crockery and cutlery will be cleaned in the dishwasher ○ Other resources, such as books, toys and games, can be used and shared within the bubble; then either cleaned (if possible/practical) OR quarantined for 72 hours (in a clearly labelled bag) before use by the another bubble. ○ Resources shared between bubbles should be cleaned frequently and meticulously and always between bubbles, or rotated to be left unused and out of reach for 72 hours between use by different bubbles (in this circumstance resources should be cleared labelled with last date of use and date next available for use). • Pupils bringing only limited items to /from home- drink bottle, lunchbox, books, coat and hat • Regularly clean/disinfect common contact surfaces in kitchen area • Ensure sufficient soap, hand sanitiser and cleaning materials are always available • Tables, chairs and surfaces will be thoroughly cleaned by staff at the end of Breakfast Club 	
<p>Pupil, parent and staff anxiety and poor mental health</p>	<p>Regular communication with staff to share expectations, processes and procedures for day to day operation</p> <ul style="list-style-type: none"> • SLT to meet with BC Manager and staff to share expectations with all staff and to address concerns • Regular opportunities staff opportunities to share concerns / ask questions • Access to well-being and mental health support communicated and shared with staff <p>Share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk</p> <ul style="list-style-type: none"> • Risk assessment written by headteacher will be overseen by the Health & Governor • Details provided of safeguarding measures in place to mitigate risk of infection • Clear expectations for parents have been shared 	<p>LOW</p>
<p>Emergency Procedures: Fire alarm activations</p>	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation)</p> <p>Fire plan reviewed and amended as required (especially with a view to minimising congestion at pinch points) and shared with staff. Fire drill to take place within the first two weeks of reopening.</p>	<p>LOW</p>

<p>Created by (name and date):</p>	<p>Helen Morrall 28.9.20</p>
<p>Health and Safety Governor checked (name and date):</p>	

Government & NHS Guidance

- Guidance for full reopening of schools <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Protective measures for education settings Updated 1 June 2020
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- Hand washing video <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Guidance on infection prevention and control for COVID-19
<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- Safe working guidance for staff Updated 16 June 2020
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- Cleaning and decontamination guidance Updated August 2020
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>