

Redscope Primary School Risk Assessment

Work Activity: Breakfast Club

Assessor(s): A. Bradbury, S.Walpole (consultation with Breakfast Club staff 3.3.2021)

Date: last update 1.3.2021

Review date: Daily by SLT

1. Factors to consider	2. Who might be harmed?	3. Control measures at present	4. Further action required (if any)
Staff & Pupil Attendance			
Pupils and staff attending the club are healthy and safe to do so.	Pupils & staff	<ul style="list-style-type: none"> Children, staff, parents or visitors are not to enter the school premises if they are displaying symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection). Parents asked to drop children at the outer door of the porch area and not to enter the building. 	
Up-to-date information held in school/ HR system.	Pupils/staff	<ul style="list-style-type: none"> Staff to update HR via MH if they are unable to attend work (in line with normal sickness procedures). 	<ul style="list-style-type: none"> Email communication via MH
Pupil or member of staff display symptoms whilst attending the school.	Pupils & staff	<ul style="list-style-type: none"> Where a pupil or member of staff displays <u>symptoms of COVID-19. (High temperature, loss of taste and smell, continuous cough)</u> the pupil/staff must be sent home. NB: Advice from Asthma nurse. Where a child with asthma coughs (as is to be expected with their condition) the asthma plan should be followed in the first instance, ie. Giving the inhaler for the required number of puffs. The individual's plan should be followed. If the child keeps needing the inhalers it will get to the point where parents are rung anyway. Further update to be given by asthma nurse before winter flu season. Asthma nurse trained staff on 15th September. JM to update care plans as necessary. If awaiting collection, the pupil must be isolated from any other pupils or staff, in a room with a window open. Thrive room for breakfast club. If a 2m distance cannot be maintained, PPE should be worn by the member of staff caring for the child. (Apron, mask, gloves – all provided and available in S and L room/ REY). <p>The area where the child has been sitting should be cleaned once the child has been removed.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection will be adhered to when someone in the school community displays symptoms.</p>	<ul style="list-style-type: none"> Pupil to access a different toilet area to other pupils if they need it. If a child is suspected to have a high temperature, please alert Sam/ Alison who will take the child's temperature in the COVID pod. Office staff/ Alison/ Sam will liaise with parents where necessary. If there is any information that bubble groups need to know, it will be passed on.

1). SOCIAL DISTANCING			
Pupil/staff interaction where a distance of 1m+ can be maintained throughout.	Pupils & staff	<ul style="list-style-type: none"> - Pupils to wash hands on entry using KS1 toilets. - Pupils to sit on year group tables and remain seated throughout breakfast club. If numbers allow, restrict to class bubble tables. - Tables to be spaced so that year groups do not mix. - Younger children to then do activities on mat area (and stay within that zone) only toys that can be washed/ sprayed to be used. - Pupils to sit and eat then play at the same table each day. - Colouring type activities to be given. Each table to have allocated pens etc to use. - Games to be quarantined between group use/ sprayed - <p>In each group, staff will bring breakfast to the children and children will remain seated to eat it.</p>	
	Pupils & staff	Staff <ul style="list-style-type: none"> • Assigned to the same hall grouping each day. • Staff to wear PPE – visors, gloves and aprons as they are dealing with children outside their normal bubble. (Masks are only needed where adults can't maintain 2m distance with adults) • Staff to maintain 2m distancing at all times. • In the event of staff absence, SLT will consult with staff at the earliest opportunity to arrange cover if required. • 	<ul style="list-style-type: none"> • Brief, transitory contact such as passing in a corridor is low risk (‘Implementing Protective Measures in Education’ guidance). •
	Pupils/parents/ staff	Parents <ul style="list-style-type: none"> • Parents notified of re-opening of the club in February. • Further re-communication to go out on 5.3.2021 including risk assessment. • Planned routes for parents to drop-off/collect their children without entering the school building. • One parent/adult per family to drop-off and collect. • No messages taken for other staff - Parents asked to contact the office via phone or email and to have email communication with their child's class teacher. 	All children (who previously attended breakfast club) to begin on Monday 15 th .
Hygiene and Hand Washing Routines			
School environment to be clean and hygienic.	Staff & Pupils	<ul style="list-style-type: none"> • Pupils/staff to wash their hands for 20 seconds in the KS1 toilets with soap and water and dry them thoroughly on arrival at the school, before and after eating and after sneezing or coughing. • Pupils reminded daily not to touch their mouth, eyes or nose. • Pupils encouraged to use tissues or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it'). • Surfaces that pupils touch such as desks to be cleaned after breakfast club. • Staff to wash their hands on arrival. • Windows to be open to allow natural ventilation. • Doors to be wedged open to limit pupils/staff touching handles/push plates (with the exception of fire doors and door to Clever Kittens). • Staff sanitizing stations at the entrance to both school buildings provided. 	<ul style="list-style-type: none"> • All staff to follow the ‘COVID-19: Cleaning of Non-Healthcare Settings’ guidance • See further guidance ‘Coronavirus-COVID-19 Information for the Public’. • Lidded pedal bins ordered for each classroom and toilets area. • Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day. Supply in school to be accessible,

Equipment & Resources			
Equipment and resources used by pupils and staff are clean and safe to use.	Pupils & staff	Pupils <ul style="list-style-type: none"> Play equipment to be cleaned between groups of pupils using it and at the end of the club. Multiple groups must not use the same equipment simultaneously – resources should be group-specific each day. Individual pupils should have access to their own stationery items and any other resources required to complete an activity. Soft furnishings, soft toys and toys that are hard to clean are removed from use. Pupils' packed lunch boxes/bags to be stored on/under chair before they go to class. (NO WANDERING AROUND SCHOOL) 	<ul style="list-style-type: none">
		Staff <ul style="list-style-type: none"> All staff to ensure cutlery/crockery/utensils used are washed appropriately. Staff to be responsible for ensuring cups/beakers used are cleaned appropriately. 	
Personal Protective Equipment			
Pupil/staff interaction	Pupils & staff	<ul style="list-style-type: none"> Close adherence to hand and respiratory hygiene protocols. Visors, gloves and aprons to be worn. 'Donning and doffing' according to standard protocols (see Public Health England guidance). <p>Disposing of clinical waste appropriately. Should any waste be from a pupil suspected of having COVID-19 symptoms, then it must be kept secure. If confirmed, treat as medical waste.</p>	<ul style="list-style-type: none"> Ordering of PPE equipment in advance of it being required. 'Guide to Donning and Doffing Standard PPE' to be shared with all staff using PPE. Anyone who is symptomatic should not be in a childcare or school setting. However, if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of serious injury. If that child were coughing or spitting, this should include eye protection.
Life-threatening emergency first-aid situation	Pupils and staff	<ul style="list-style-type: none"> Leadership Team alerted immediately. Review risk assessments for pupils with life-threatening conditions (e.g. anaphylactic shock) and ensure any life-saving medication/equipment is located/accessible to the group/room where they are based. One complete set of PPE to be next to the medical cupboard with the pupil's epi-pen. 	<ul style="list-style-type: none"> Staff briefing – reminders of pupils at risk – those who carry epi-pens. Ruby Turner
Caretakers and cleaners undertaking cleaning duties.	Pupils and staff	<ul style="list-style-type: none"> To use PPE if cleaning an area where a child/member of staff with confirmed COVID-19 has been present if there is a risk of a splash of bodily fluids. 	<ul style="list-style-type: none"> Mask/visor not required if someone with COVID-19 has passed through if there is no risk of splash of bodily fluids.
Pupil becomes upset as a result of staff wearing PPE.	Pupils & staff	<ul style="list-style-type: none"> Where a risk assessment is in place for individual pupils, parents should be asked to support with explaining the use of PPE to their child. Staff to show the pupil the equipment and explain the situation before wearing the PPE. 	<ul style="list-style-type: none"> If a pupil is over-anxious about the use of PPE, SLT to discuss the situation with parents and review the individual risk assessment.
Adequate provision & storage of PPE.	Pupils & staff	<ul style="list-style-type: none"> PPE to be stored with First Aid equipment. Termly stock check. Face masks to be disposed of after each use. Aprons/gloves to be disposed of with medical waste. 	<ul style="list-style-type: none"> Where a child has an individual risk assessment in place, the parent must be aware that should PPE not be available on site, staff will not be able to provide intimate care arrangements. SLTs need to review the administration arrangements for any pupil's in need of liquid medication or applied creams.
Training & Support			

Pastoral support for pupils and staff on return to school / setting regarding bereavement / loss / trauma and impact of the new normal.	Pupils & staff	<p>Staff mental Health and support available through Headspace and confidential conversations/counselling sessions can be accessed through</p> <ul style="list-style-type: none"> - Rotherham Council's Health Assured scheme which gives all employees access to a FREE 24-hour counselling and advice line: telephone 0800 716017. <ul style="list-style-type: none"> • Listening Centre covering South Yorkshire area 0800 048 5224 https://listening-ear.co.uk/refer/ • Emotional support offer for all staff from EPS- email eps@rotherham.gov.uk • Staff reminded through email communication and briefings of the need to speak out and seek support. 	<ul style="list-style-type: none"> • Links to agencies offering support on school websites. • Links shared with parents via website • Appropriate links shared with pupils/ used in lessons.
Access to COVID-19 testing	Staff & pupils	<ul style="list-style-type: none"> • All staff (unless previously tested positive within 90 days) eligible for twice weekly LFD tests. Reporting via usual channels. • Staff and pupils in all settings will be eligible for PCR testing if they become ill with coronavirus symptoms, as will members of their households. • Staff displaying symptoms of COVID-19 can book an appointment via government website. • Staff must inform SLT if arranging a test. 	<ul style="list-style-type: none"> • Redscope to register with government website to enable employer to refer employees for testing.
Other Considerations			
Fire drill and lock down procedures.	Pupils & staff	<ul style="list-style-type: none"> • SLT to discuss procedure for fire drill with staff, incorporating social distancing measures. • Lock down procedures to be returned to normal procedures and spaces. 	<ul style="list-style-type: none"> • Normal fire drill points to be reviewed and re-aligned as necessary.
Staff queries/ concerns		<ul style="list-style-type: none"> • If you do have any questions or queries about the risk assessment/ procedures that are happening in school, please do speak to the SLT as soon as possible. 	<ul style="list-style-type: none"> •

Redscope
Primary
School