

Covid-19 Health and Safety Risk Assessment for Breakfast and After School Club - September 2021



School/ Setting	Templemoor Infant and Nursery School	Date of Assessment	1 st September 2021
Assessment Completed By	Headteacher and X Club Management Team		

Staying Covid Secure - Our Commitment

- ✓ We recognise the risk posed by Coronavirus (Covid-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH OUR WHOLE SCHOOL COVID-19 HEALTH AND SAFETY RISK ASSESSMENT THAT CAN BE FOUND ON OUR WEBSITE.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>All employees must NOT attend the Club if they have one or more Covid-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), or they have had a positive test (LFD or PCR) or if told by Test and Trace to self-isolate. They must stay away from work for 10 days from the day after the start of their symptoms or their positive test date.</p> <p>If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus. NHS Test and Trace: how it works - GOV.UK (www.gov.uk)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>It is the law that you must immediately self-isolate if:</p> <ul style="list-style-type: none"> You have one or more Covid-19 symptoms. You have had a positive test (LFD or PCR). You are told by Test and Trace to self-isolate. <p>You must not attend the Club and must not go to a GP surgery, pharmacy or hospital. However, if you are feeling unwell it is still important to get medical help if you need it. To get accurate health information use the NHS website or contact your GP either online or via telephone. If you need urgent medical help, use the regular NHS 111 online service. Call 111 if you cannot get help. For life threatening emergencies call 999.</p>

	<p>Information on getting a test is available at: Coronavirus (Covid-19): getting tested - GOV.UK (www.gov.uk)</p> <p>Up to date information on the mass asymptomatic testing can be found at the link below:</p> <p>Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</p> <p>Also refer to the additional Trafford Public Health Guidelines.</p>			<p>There are several other symptoms linked with Covid-19. These other symptoms may have another cause and are not on their own a reason to have a Covid-19 test. If you are concerned about your symptoms, seek medical advice.</p> <p><u>SYMPTOMATIC AT HOME</u></p> <p>If a staff member becomes symptomatic at home they should arrange to have a PCR test immediately and follow the '<u>Stay at Home Guidance</u>'</p> <ul style="list-style-type: none"> • Staff member must notify the Headteacher/ Deputy Headteacher/ SBM and the Extended Services Manager of their absence by phone. It is the staff members' responsibility to keep the school informed. • School should record and keep minimum dataset. Reason for absence, date of onset of symptoms, symptoms, contacts etc (see separate guidance information sheet). • Direct to <u>Stay at home</u> guidance. The person with symptoms should isolate for 10 days starting from the first day of their symptoms. The 10-day period starts from the day when the member of staff became ill. • If other members of the household are fully vaccinated or aged under 18 years and 6 months they will not be required to self-isolate if you display symptoms of Covid-19. • Advise that the staff member books a test via https://www.gov.uk/get-coronavirus-test. If staff cannot get a test they will be issued with a school testing kit. • Any member of staff who is contacted by Test and Trace and advised to self-isolate must inform the school. <p><u>SYMPTOMATIC AT WORK</u></p> <p>All staff who develop Covid-19 symptoms whilst at work will:</p> <ul style="list-style-type: none"> • Be sent home immediately, begin a 10-day isolation period and book a PCR test.
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				<ul style="list-style-type: none"> • If awaiting pick-up, staff member will be isolated in either a separate sheltered, private outdoor area in the playground (the area outside of the girl's outdoor toilet) or inside in the old staffroom. If a distance of more than 2m cannot be maintained, then full PPE must be worn by staff member who is supervising. These can be found in the Trafford PPE Micropack in First Aid Cupboard in staffroom). • If other members of the household are fully vaccinated or aged under 18 years and 6 months they will not be required to self-isolate if you display symptoms of Covid-19. • Close contacts will be identified via NHS Test and Trace and education settings are not required to undertake contact tracing. <p>When a person displaying symptoms has left the site:</p> <ul style="list-style-type: none"> • Any member of staff who has helped someone who was unwell does not need to go home unless they develop symptoms themselves or the staff member subsequently tests positive. The member of staff will be asked to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Core areas that those staff or pupils have been in will be cleaned with Trafford supplied cleaners/ disinfectants. • A separate sanitary facility (staff toilet) will be provided for individuals who display symptoms. These facilities will be cleaned and disinfected using Trafford approved cleaning products. • The school must record and keep the details of the incident in case it is needed for future case or outbreak management. <p>If the staff member tests negative, the staff member can return to work as soon as they are well. Under no circumstance must staff return to school if they are still feeling unwell.</p>
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				<p>TESTING POSITIVE FOR COVID-19</p> <p>Any employee who tests positive for Covid-19 (either through an LFD or PCR test) must inform a member of the Senior Leadership Team. School must contact the local health protection team via Covidtrace@trafford.gov.uk to inform them of this along with the NHS Self-Isolation Service Hub on 020 3743 6715.</p> <p>An employee who has a positive test result should stay at home and self-isolate immediately for 10 days starting from the first day of their symptoms/ test result (if asymptomatic).</p> <p>If the employee has a positive LFD test, then a subsequent PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the member of staff can return to school, as long as the individual doesn't have Covid-19 symptoms.</p> <p>People fully vaccinated or under 18 will not need to self-isolate after contact with someone who has Covid-19. All close contacts identified by NHS Track and Trace will be advised to take a PCR test. Individuals identified as close contacts will not need to self-isolate while they are awaiting the results of their test. They will need to self-isolate if the PCR test is positive, or if they develop Covid symptoms.</p> <p>REPORTING CASES</p> <p>Where an education setting becomes aware of a case via PCR or LFD test, they are asked to send the details to covidtrace@trafford.gov.uk and should indicate if they require additional support.</p> <p>The setting's role as a workplace is to have a duty of care to staff. Therefore, settings are required to follow the NHS Test and Trace workplace guidance. Settings should call the Self-</p>
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					<p>Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.</p> <p>Settings may exercise their own judgement and where a case has been identified in the setting, the setting may utilise a 'warn and inform' letter to staff, to parents/ carers with children in an affected class, year group or wider setting community. A template for a 'warn and inform' letter has been provided by Trafford Public Health.</p> <p>Close contacts will be identified via NHS Test and Trace and education settings are not expected to undertake contact tracing. In exceptional circumstances, education and childcare settings may be contacted by NHS Track and Trace if deemed necessary by local health protection teams in response to a local outbreak</p> <p>If staff or parents contact the setting to request contact details for staff or other parents after receiving a phone call from NHS Test and Trace Service, the setting must not release these contact details, as this would be a breach of data protection regulation.</p> <p><u>UNVACCINATED STAFF</u> If staff are not fully vaccinated, they must self-isolate immediately if someone in their household/support bubble becomes symptomatic or if they have been identified as a close contact in school via NHS Test and Trace.</p>
02	The school will regularly keep in touch with colleagues who are self-isolating or working from home to monitor and support their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended Services management team to maintain regular text, phone calls to support employees who are self-isolating.
03	The school will provide suitable information and equipment to work at home safely and effectively including and will provide additional aids and adaptations where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have been provided with a copy of 'Homeworking Guidance'. Appendix 1 of the Guidance has been signed and returned to a member of the Extended Services management

					team. All staff are fully aware of their work schedule if working from home. Where staff are having difficulties with working from home, they are encouraged to contact a member of the Extended Services management team.
04	The school will hold an up-to-date list of anyone aged 18 years and 6 months who have been double vaccinated for business continuity reasons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Vaccination is a control measure against Covid-19 so staff will be asked to confirm that they are fully vaccinated. This information will assist in the risk assessment for outbreak management plans. If someone you live with has symptoms of Covid-19, or has tested positive for Covid-19, staff will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> • you're fully vaccinated - this means 14 days have passed since your final dose of a Covid-19 vaccine given by the NHS • you're under 18 years, 6 months old • you're taking part or have taken part in a Covid-19 vaccine trial • you're not able to get vaccinated for medical reasons <p>Even if you do not have symptoms, you should still:</p> <ul style="list-style-type: none"> • get a PCR test on GOV.UK to check if you have Covid-19 • follow advice on how to avoid catching and spreading Covid-19 • consider limiting contact with people who are at higher risk from Covid-19
05	Rapid testing using Lateral Flow Devices (LFD)s will help to identify employees who are asymptomatic.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A Lateral Flow Testing risk assessment is in place for the provision, supply and storage of home Lateral Flow Device Tests.</p> <p>Club staff should complete twice weekly tests at home (this is optional).</p> <p>The need for regular asymptomatic testing will be reviewed by the government at the end of September.</p>

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
06	<p>All pupils who have Covid-19 symptoms, no matter how mild, must not attend the Club until they can be tested. They are required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, the pupil can return to school.</p> <p>If positive, they must follow the Stay at Home Guidance.</p> <p>Pupils aged under 18 years, 6 months are not required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with Covid-19. They should take a PCR test either visiting a test site or ordering one online. They do not need to isolate whilst awaiting their results.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All parents/ carers will be informed that:</p> <p>It is the law that their child must immediately self-isolate if:</p> <ul style="list-style-type: none"> • They have one or more Covid-19 symptoms. • They have had a positive test (LFD or PCR). • They are told by Test and Trace to self-isolate. <p>Children must not attend the Club and must not go to a GP surgery, pharmacy or hospital. However, if your child is feeling unwell it is still important to get medical help if you need it. To get accurate health information use the NHS website or contact your GP either online or via telephone. If you need urgent medical help, use the regular NHS 111 online service. Call 111 if you cannot get help. For life threatening emergencies call 999.</p> <p>There are several other symptoms linked with Covid-19. These other symptoms may have another cause and are not on their own a reason to have a Covid-19 test. If you are concerned about your child's symptoms, seek medical advice.</p> <p><u>SYMPTOMATIC AT HOME</u> If a child becomes symptomatic at home a parent/ carer should arrange for their child to have a PCR test as soon as possible (via https://www.gov.uk/get-coronavirus-test) and follow the 'Stay at Home Guidance'.</p> <ul style="list-style-type: none"> • Parent/carers must notify the Club of their child's absence by email and telephone. • School should record and keep minimum dataset (see separate guidance information sheet). • Direct to <u>Stay at home</u> guidance. The child should isolate for 10 days starting from the first day of their symptoms.

					<p>The 10-day period starts from the day when the child became ill.</p> <ul style="list-style-type: none"> • If other members of the household are fully vaccinated or aged under 18 years and 6 months they will not be required to self-isolate if the child displays symptoms of Covid-19. • Parents/carers of any child who is contacted by Test and Trace and advised to self-isolate must inform the school. <p><u>SYMPTOMATIC AT THE CLUB</u></p> <p>If a child becomes unwell at the Club with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible. The Club Manager will inform a member of the SLT.</p> <p>All pupils who develop Covid-19 symptoms whilst on site will:</p> <ul style="list-style-type: none"> • Be sent home immediately, begin a 10-day isolation period and their parent/ carer will be required to book a PCR test. • While awaiting pick-up, child will be isolated in either a separate sheltered, private outdoor area in the playground (the area outside of the girl's outdoor toilet) or inside in the old staffroom. If a distance of more than 2m cannot be maintained, then full PPE must be worn by staff member who is supervising. These can be found in the Trafford PPE Micropack in First Aid Cupboard in staffroom). • If other members of your household are fully vaccinated or aged under 18 years and 6 months they will not be required to self-isolate if a child display symptoms of Covid-19. • Close contacts will be identified via NHS Test and Trace and education settings are not expected to undertake contact tracing.
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				<p>When a child displaying symptoms has left the site:</p> <ul style="list-style-type: none"> Any member of staff who has helped the child who was unwell does not need to go home unless they develop symptoms themselves or the staff member subsequently tests positive. The member of staff will be asked to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Core areas that those staff or pupils have been in will be cleaned with Trafford supplied cleaners/ disinfectants. A separate sanitary facility (girls' outdoor toilet/ staff toilet) will be provided for individuals who display symptoms. These facilities will be cleaned and disinfected using Trafford approved cleaning products. The school must record and keep the details of the incident in case it is needed for future case or outbreak management. <p>If the child tests negative, the child can return to school as soon as they are well and no longer have symptoms of coronavirus. Under no circumstance must a child return to school if they are still feeling unwell.</p> <p><u>TESTING POSITIVE FOR COVID-19</u></p> <p>The parent/carer of a child who tests positive for Covid-19 must inform the Club immediately. School must contact the local health protection team via Covidtrace@trafford.gov.uk. to inform them of this.</p> <p>A child who has a positive test result should stay at home and self-isolate immediately for 10 days starting from the first day of their symptoms.</p> <p>People fully vaccinated or under 18 will not need to self-isolate after close contact with someone who has Covid-19. They will still need to take a PCR test and self-isolate if it's positive, or if they have symptoms.</p>
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					<p>Close contacts will be identified via NHS Test and Trace and education settings are not required to undertake contact tracing.</p> <p><u>REPORTING CASES</u> Where an education setting becomes aware of a case via PCR or LFD test, they are asked to send the details to covidtrace@trafford.gov.uk and should indicate if they require additional support.</p> <p>Settings may exercise their own judgement and where a case has been identified in the setting, the setting may utilise a 'warn and inform' letter to staff, to parents/ carers with children who attend the Club. A template for a 'warn and inform' letter has been provided by Trafford Public Health.</p> <p>Close contacts will be identified via NHS Test and Trace and education settings are not expected to undertake contact tracing. In exceptional circumstances, education and childcare settings may be contacted by NHS Track and Trace if deemed necessary by local health protection teams in response to a local outbreak</p> <p>If parents contact the setting to request contact details for staff or other parents after receiving a phone call from NHS Test and Trace Service, the setting must not release these contact details, as this would be a breach of data protection regulation.</p>
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07	It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nursery and Reception children will be based in the Nursery building for both the Breakfast Club and After School Club. These groups will be permitted to mix.
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	Schools should make sure their outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.				<p>Children in Year 1, 2, 3, 4, 5 and 6 will be based in the main school hall for both the Breakfast Club and After School Club. A dividing screen will be used indoors to separate Year 1 and 2 from Years 3 to 6. Children will be permitted to mix across Year 1 to 6 both indoors and outside.</p> <p>The school's outbreak management plan covers the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. School to continue to follow Public Health recommendations. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>
08	Timings and entrance and exit points of the Club.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parent and staff protocol issued with details of Club entrance and exit points. Gate systems currently in use are maintained. No parents allowed in the school building.</p> <p>Timings and exit/ entrances of the Club will be as follows:</p> <p>Breakfast Club: Start time from 7:45am</p> <p>Nursery and Reception - entrance via the main playground to drop off at the Nursery building.</p> <p>Year 1 to 6 - entrance via the main school front office. Children in Years 3 to 6 will be walked to Moorlands and dropped off at the classroom door by 8:45am.</p> <p>After School Club: Children will be collected from Moorlands via their classroom door by 3:30pm and walked to Templemoor. There will not be a 4:30pm pick-up, although this will be regularly reviewed.</p> <p>All parents must collect their children from the main gate no later than 5:45pm.</p>

					Although social distancing is no longer a legal requirement, parents are encouraged to keep moving rather than congregate on the school site.
09	Use of Face Coverings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	From Step 4, face coverings are no longer advised for pupils, staff and visitors.

10	Hand sanitisers will be available at all entrances to the Club and will be regularly monitored and maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol gel hand santiser available at all entrances. Caretaker to ensure dispensers are full at the start of each day.
11	All staff and pupils will be encouraged to regularly wash their hands with soap and water, or to sanitise their hands, especially upon arrival at school, prior to eating, following breaks and lunch time and any other time deemed necessary (for example, after coughing or sneezing).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All adults and children to sanitise or wash their hands on entry to the building, before and after breakfast/snack, after playing outside, after sneezing, coughing or using the toilet.</p> <p>Ensure adequate stock levels of hand washing facilities.</p> <p>Ensure all toilet facilities are well stocked (at least twice a day) with anti-bacterial hand wash and soap and paper towels are regularly refilled. Hand dryers are not permitted to be used and have been disabled. Pedal bins placed in classrooms and all toilets - waste to be bagged.</p>
12	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Signage around school to support procedures, i.e. 'Catch it, bin it kill it', Handwashing, coughing into elbow etc. Regular reminders to children. Club areas to be supplied with cleaning materials.</p> <p>The school will provide sufficient tissues for use by staff and pupils.</p> <p>Additional lidded bins and increased emptying/ replacement are provided/ in-place.</p>

13	<p>Equipment should be cleaned and sanitised regularly and thoroughly.</p> <p>Cleaning materials will be available throughout the school to allow cleaning of shared materials.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All equipment used to be cleaned regularly and thoroughly.</p> <p>Surfaces in the Club are to be kept as clear as possible to enable thorough cleaning to take place.</p> <p>The climbing frame and trim trail can be used.</p> <p>Resources, such as books and games, can be used and shared within Club. These will be cleaned regularly.</p>
14	<p>All working areas within the building will be well-ventilated (windows and doors open) where safe and appropriate to do so and a comfortable teaching environment should be maintained by increasing the heating where necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>It is important to ensure that the Club is well ventilated, and a comfortable teaching environment is maintained. Therefore:</p> <ul style="list-style-type: none"> • Internal doors must be kept open. • Windows should remain open. • External doors should remain open (where safe and appropriate to do so). For safeguarding reasons, external doors will not remain open during Breakfast Club. • Heating should be used as necessary to ensure comfort levels are maintained.
15	<p>The serving of food.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Breakfast Club: Children will be served a breakfast of cereal, milk, fruit and yoghurt prepared on site. Toast will not be served at this time.</p> <p>After School Club: Children will be served a snack prepared on site.</p>
16	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u> <u>Hand-Washing Poster</u></p>

17	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>No parents/ carers to come into the building - including the entrance area, unless authorised to do so by the Club Manager and by prior appointment.</p> <p>All communication with school to be done via X Club email or phone.</p> <p>A member of the Club Team will sign in/ out children from the Club.</p>
18	Staff communication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff to use radios to aid communication.</p> <p>Managers are not in a Bubble (unless due to staff absence) so they are free to oversee the running of the whole session.</p>

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
19	Sufficient staffing and resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffing model reviewed by Club Management Team regularly, considering changes due to illness/self-isolation etc. Front office staffed during school day. School playground gates locked during After School Club.
20	Sufficient numbers of trained staff are in place to provide recommended First Aid provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid trained staff on site throughout each session. If a child or staff member requires First Aid, any available qualified member of staff will assist them.
21	<p>Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.</p> <p>New advice of fire doors and fire evacuation drills has been issued to schools: Revised Fire Guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staffing ratios adhered to.</p> <p>Fire doors should remain closed at all times.</p> <p>Fire drills will be carried out each term.</p>