

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



School/ Setting	TEMPLEMOOR INFANT AND NURSERY SCHOOL	Date of Assessment	21 <sup>st</sup> April 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	All pupils who have symptoms or have persons within their household that have COVID 19 symptoms, must not attend the Club until they/their symptomatic household member 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 child can return to the Club.  If positive, they must follow the <a href="#">Stay at Home Guidance</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All parents/ carers will be informed that:  <b>It is the law that you must immediately self-isolate if:</b> <ul style="list-style-type: none"> <li>• You have one or more Covid-19 symptoms.</li> <li>• You live in the same household/ support bubble as somebody who has Covid-19 symptoms.</li> <li>• Someone in your support bubble has Covid-19 symptoms and you've been in close contact with them since their symptoms started or during the 48 hours before they started.</li> <li>• You have had a positive test PCR test.</li> <li>• You are told by Test and Trace to self-isolate.</li> </ul>

			<p>You <b>must not</b> 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 <b>NHS website</b> or contact your GP either online or via telephone. If you need urgent medical help, use the regular <b>NHS 111</b> online service. Call 111 if you cannot get help. For life threatening emergencies call 999.</p> <p><b><u>SYMPTOMATIC AT HOME</u></b></p> <p>If a child becomes symptomatic at home parent/carer should arrange a PCR test as soon as possible and follow the '<b><u>Stay at Home Guidance</u></b>'</p> <ul style="list-style-type: none"><li>• Parent/carer must notify the Club of their absence <b>by phone <u>and</u> email.</b></li><li>• School should record and keep minimum dataset. Reason for absence, date of onset of symptoms, symptoms, contacts etc.</li><li>• Direct to <b><u>Stay at home</u></b> guidance. The child should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 10 days. The 10-day period starts from the day when the first person in the household became ill.</li><li>• Advise that the child should be tested via <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a>. If a child cannot access a test they will be issued with a school testing kit.</li><li>• Any family who is contacted by Test and Trace and advised to self-isolate <b>must</b> inform the school. Parents may request that their child's data is not shared, this will be noted but refused on the lawful basis of national interest.</li></ul> <p>The Club Manager will inform a member of the SLT. <b>There is no further action</b> required by the school at this time, and no need to notify the Local Authority or Health Protection Team.</p>
--	--	--	--

			<p><b><u>SYMPTOMATIC AT HOLIDAY CLUB</u></b></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 <b>as soon as possible</b>. 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"> <li>• Have their temperature taken. A thermometer can be accessed in the PPE draw in the staffroom.</li> <li>• Be sent home <b>immediately</b>, begin a 10-day isolation period and their parent/ carer will book a PCR test.</li> <li>• Other members of their household should self-isolate for 10 days from when the symptomatic child first had symptoms. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a test.</li> <li>• While awaiting pick-up, child will be isolated in either a separate sheltered, private outdoor area in the playground (the area outside of the Year 2 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).</li> </ul> <p>When a child displaying symptoms has left the site:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Core areas that those staff or pupils have been in will be cleaned with Trafford supplied cleaners / disinfectants.</li> <li>• A separate sanitary facility (girls' outdoor toilet/ staff toilet) will be provided for individuals who display</li> </ul>
--	--	--	--

				<p>symptoms. These facilities will be cleaned and disinfected using Trafford approved cleaning products.</p> <ul style="list-style-type: none"> <li>• The school must record and keep the details of the incident in case it is needed for future case or outbreak management.</li> </ul> <p><b>Email the local Public Health Team to inform them of the incident, no other action will be required at this point, <a href="mailto:Covidtrace@trafford.gov.uk">Covidtrace@trafford.gov.uk</a>.</b></p> <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. <b>Under no circumstance must a child return to the Club if they are still feeling unwell.</b></p> <p><b><u>TESTING POSITIVE FOR COVID-19</u></b></p> <p>The parent/ carer of a pupil who tests positive for COVID-19 must immediately inform the Club. The Manger of the Club will inform a member of the SLT. School <b>must contact the local health protection team via <a href="mailto:Covidtrace@trafford.gov.uk">Covidtrace@trafford.gov.uk</a>. to inform them of this.</b></p> <ul style="list-style-type: none"> <li>• A parent/carers will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts.</li> <li>• The school will be contacted by a contact tracer. This contact tracer may be based either in the Local Authority or the local Health Protection Team.</li> <li>• The Club Manager will be asked to work with the contact tracer to identify direct and close contacts of the case during the <b>48 hours prior</b> to the pupil falling ill. Information will be shared with test and trace as it is in the national interest (lawful basis). The right to refuse data sharing will be noted, but not accepted.</li> </ul>
--	--	--	--	--

				<ul style="list-style-type: none"> <li>• Based on the advice from the local health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</li> <li>• The health protection team will provide definitive advice on who must be sent home. A template letter will be provided, on the advice of the local health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> </ul> <p>If someone in a Club Bubble that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>• if the test result is positive, they should inform the Club immediately, and must isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u></li> </ul>
--	--	--	--	---

					<b>If there are more confirmed cases linked to the Club the local Health Protection Team will investigate and will advise on any other actions that may be required.</b>
<b>02</b>	Pupil groups should be arranged to enable the school to deliver their wrap around care. <b>Mixing into wider groups is allowed for wraparound care.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Children in Nursery and Reception will be together in one bubble in our Early Years Breakfast and After School Club provision, which is based in our Nursery.</li> <li>• Currently children in Years 1, 2, 3 and 4 will be kept in year group bubbles. Year 1 and Year 2 will be based in separate classrooms. Year 3 and Year 4 will be based in the hall (using large screens to separate Bubbles).</li> <li>• Due to current low numbers, children in Years 5 and 6 will be kept together in one bubble, although these year groups will be kept apart inside via social distancing. The children will be based in the hall using large screens to separate Bubbles.</li> </ul> <p><b>Breakfast Club:</b> Templemoor children will be taken safely to their classrooms at the end of the session. Moorlands children will be taken safely to Moorlands and will be dropped off at their classroom door ready for the start of their school day. They will wear florescent jackets. These jackets will remain with the same Bubble and will be washed every Friday.</p> <p><b>After School Club:</b> Templemoor children will be collected from their classrooms at the end of the day and taken to their Year Group Bubble. They will remain in their Year Group Bubble for the remainder of the session, including when accessing outdoor provision. Moorlands children will be collected safely from their classrooms in their Year Group bubbles (Year 5 and Year 6 will be collected by the same adult), and will then walk to Templemoor. They will wear florescent jackets. These jackets will remain with the same Bubble and will be washed every Friday.</p> <p>Club staff can operate across different bubbles to facilitate the delivery of the Club. Where staff need to move between</p>

					groups, they should try and keep their distance from other staff as much as they can, (ideally 2 metres).
03	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The updated Rights Respecting Behaviour Policy addendum can be found on our school website. The addendum follows the usual behaviour policy with adaptations. The policy will identify for children, families and staff where risks are increased, and subsequent actions need to be taken to protect everyone, children and adults.
04	Designated Entrance and Exit Points to the Building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parent protocol issued with details of entrance and exit points. Gate systems currently in use will be maintained. No parents allowed in school building. Only 1 parent/carer to drop off or pick up. Parents must be prompt on drop off and pick up. Parents must drop off at the main school entrance. Parents must be prompt on drop off and pick up.</p> <p>Signage in operation for each entrance/ exit.</p> <p>Breakfast Club: Parents and children must enter the site using the main pedestrian gate, and exit the site using the double carpark gate. These entrances and exits are clearly labelled.</p> <p>After School Club: Parents must collect their children from the main gate no later than <b>5:30pm</b>.</p> <p>Club staff to enter building via classroom doors/ the main entrance and sanitise/ wash hands on entering the building. Children to enter building via the doors that go directly into their groups' areas and hand sanitise on entering the building. Staff and children must hand sanitise when leaving the building.</p>
05	Surfaces and resources are thoroughly cleaned.	<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>Box in each Bubble with cleaning equipment (gloves, tissues, spray).</p> <p>Children will place their coats/ belongings on the back of their chairs within their designated area.</p> <ul style="list-style-type: none"> <li>Resources that are shared between bubbles, such as books, art, and games will be either meticulously cleaned, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>Outdoor play equipment to be cleaned at end of each day.</li> <li>Resources kept to a minimum and out of reach / put away if not in use.</li> <li>All equipment used within provision to be cleaned regularly and thoroughly.</li> <li>IPads or Laptops are not permitted to be used at the Club.</li> <li>Soft toys/ soft furnishings are not to be used at this time.</li> <li>The climbing frame and trim trail are not to be used.</li> <li>Resources, such as books and games, can be used and shared within the bubble and these will be cleaned regularly.</li> </ul>
06	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The official government guidance admits that early years and primary pupils cannot be expected to follow the social distancing rule of remaining two metres apart from each other. Therefore, our school will work through a “hierarchy of measures”, that are:</p> <ul style="list-style-type: none"> <li>avoiding contact with anyone with symptoms.</li> <li>frequent hand cleaning and good respiratory hygiene practices.</li> </ul>

					<ul style="list-style-type: none"> <li>•enhanced cleaning of settings and frequently touched surfaces.</li> <li>•minimising contact and mixing.</li> </ul> <p>This ensures that the “risk of transmission will be lowered”, as stated by Public Health England.</p> <p>Children will be instructed on maintaining social distancing from other bubbles and staff will be reminded about maintaining distance between each other regularly. Posters and signage reminding of keeping a distance are prominent throughout the school building.</p>
07	Outside space is used wherever possible in the After School Club.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>After School Club staff to utilise all outdoor areas available when appropriate. Each group to have allocated separate outdoor space.</p> <p>Outdoor toilets are not permitted to be used at the Club.</p>
08	Reduced movement around school- ensure bubble move around school together and limit contact with other bubbles within the setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Timetable arranged to minimise contact between groups, including staggered outdoor times (if the field is out of use).</p> <p>For continuity, the same member of staff will be with the same group, except in the case of absence.</p> <p>Supervision of the corridor throughout the session will support movement in corridors.</p> <p>Designated Playground areas for each group utilising school grounds, during the After School Club.</p> <p>Each group to use separate toilets. Outdoor toilets are not permitted to be used at After School Club.</p>
09	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Alcohol gel hand sanitiser available at all entrances. Caretaker to ensure dispensers are full at the start of each day. All children to sanitise their hands on entry to the building, before and after eating, after playing outside, after sneezing, coughing or using the toilet and at the end of the session.</p>

					<p>Ensure adequate stock levels of hand washing facilities. 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 the hall and all toilets.</p> <p>Signage around school to support procedures, i.e. 'Catch it, bin it kill it', Handwashing, coughing into elbow etc. Regular reminders to children.</p>
10	The serving of food.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children will eat all food within their own group.</p> <p><b>Breakfast Club:</b> 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><b>After School Club:</b> Children will be served a snack prepared on site.</p>
11	Staff Communication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each group must have a radio. Staff to communicate via radio. Managers are not in a Bubble so they are free to oversee the running of the whole session. They will also go to and from the kitchen if needed.</p>
12	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. All communication with school to be done via X Club email or phone. There is a drop off box situated outside the main office for any forms, letters etc.</p> <p>A member of the Club Team will sign in/ out children from the Club.</p>
13	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>Children and staff to practice good respiratory hygiene by not touching their faces with unwashed hands and catching and binning coughs and sneezes. Posters displayed across school. Tissues stocked in each Bubble and replenished. Each Bubble</p>

					has a bagged lidded pedal bin. Reminders to wash hands after every tissue use and disposal.
14	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each bubble and toilet area has lidded pedal bins. Bins to be emptied by cleaning staff every day, and if needed during the session by staff within each bubble.
15	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal doors to be kept open. Windows must be kept open throughout school to allow for ventilation. For safeguarding reasons, external classroom doors will not be kept open during Breakfast Club but may be open during After School Club.
16	Sufficient staffing / 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 Manager regularly, considering changes due to illness/self-isolation. School playground gates locked during After School Club. External security doors closed and locked at all times.
17	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<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.
18	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffing ratios adhered to.