



## **After School Club**

**Risk assessment: 1<sup>st</sup> September 2020 reopening**

**Risk Assessment completed by Paul Medicott, Hazel Packer, Emma Mitchell**

**Date of Risk Assessment: 16-07-2020**

**Reviewed: 26-08-2020**

## Full Re-opening of After school Club

The After school club will be run in the Elliott building and the junior school hall to ensure space for all children.  
Infants will be in the Elliott and juniors in the hall.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Action completed
Lack of up to date knowledge for reopening of After school club to all children in September	Crossways community children, staff, parents	<p>ASC was open during March/April/May following LA guidelines however has not been open since 1<sup>st</sup> June</p> <p>Robust risk assessments are in place, regularly reviewed and amended if necessary.</p> <p>Risk assessments checked by H&amp;S, LA, Governing Body</p>	<p>Create robust After school Club Risk Assessment based on &amp; LA guidelines to enable all children who wish to use ASC to do so safely in September.</p> <p>Communicate ASC Risk Assessments with Governors and NM (new EHT)</p> <p>Communicate ASC Risk Assessment with all staff, especially ASC staff</p> <p>Communicate ASC risk Assessment with all parents/carers, setting out expectations</p> <p>Regular reminders to parents re: expectations around safety linked to LA guidelines</p> <p>ASC will begin on Monday 7<sup>th</sup> September 2020.</p> <p>Communicate revised timings (5pm and 5.30pm collection times), costs (currently £7.25 till 5pm, £9.75 till 6pm with a £1 credit offered for the reduction in hours to 5.30pm), temporary capping of number to 40 increasing to 50 on the 28<sup>th</sup> September as EYFS start full time. These decisions will be reviewed at October half term.</p>	<p>FLT</p> <p>FLT</p> <p>FLT, ASC staff</p> <p>FLT</p> <p>FLT/Adm in</p> <p>FLT</p> <p>FLT</p>	<p>By 1-9-20</p> <p>By end of Term 6 2020</p> <p>By end of Term 6 2020</p> <p>By end of Term 6 2020</p> <p>1-9-20 then on-going</p> <p>July 2020</p> <p>Oct 2020</p>	

Spread of the virus within the school through ASC	All parents & children using ASC	<p>Parents/carers will be asked to check temperature (if possible) and to wash hands before leaving for school</p> <p>Avoid ASC if symptoms e.g. continuous cough, temperature, loss of taste/smell</p>	<p>Remind all parents, especially of children returning to school since March, of expectations linked to LA guidance</p> <p>Remind all parents to avoid using public transport and car sharing</p> <p>All disposable face coverings to be removed on arrival and disposed of in a lidded bin. Reusable face coverings to be stored in a plastic bag. Hands must then be washed before entering ASC.</p>	FLT/adm in	1-9-20	
		<p>Safe distancing will be followed during entry and exit to ASC</p>	<p>Parents requested to walk children to and from school where possible, avoiding traffic congestion. Markings/posters will clearly show one way system for entry/exit. Parents can book for children to access ASC until 5pm or 5.30pm. Parents can only collect children at these times. Children will be in year group lines on the junior playground. The gates will be opened by ASC staff. Parents will collect their children following the one way system.</p>	FLT ASC staff	By 1-9-20	
			<p>To collect children, parents enter through main junior gate and there is a one way system in place. No parents to walk around school grounds or loiter after drop off/pick up.</p>	ASC staff	By 1-9-20	
		<p>Physical contact, e.g. children crying and needing nurture</p>	<p>Children will not be physically comforted, however staff can wear gloves and support children through hand holding</p>	ASC staff	Daily	
		<p>Teachers and TAs have access to class lists detailing ASC attendance.</p>	<p>CIS teachers/TAs to supervise children whilst walking to ASC (the Elliott building) to minimise cross contamination of bubbles and minimise contact across the school building.</p>	School staff	Daily	

	On entering ASC and before exiting ASC all children will be asked to wash hands with soap and warm water or if not appropriate use hand sanitiser	Ensure good supply of hand sanitiser, soap and paper towels available every day  <i>Also refer to COSHH risk assessments</i>	ASC staff	By 1-9-20 then daily	
	Parents will be asked to collect children from the junior playground	Parents will be asked not to engage in conversation with ASC staff	ASC staff	By 1-9-20  Monitor daily	
	Close contact with other pupils not in own class / year group bubble	Children will remain in class 'bubbles', CIS in Elliott, CJS in hall, pupils stay together at a table only for their class. Tables will be spaced 2m apart. Children will be spaced appropriately and not sit facing one another, including when eating. Each table will have a maximum number of children, determined by the size of the table.	ASC staff	Daily	
	Anyone, child or adult, who shows symptoms in school will be asked to move to isolated area/room (child) or sent straight home (adult)	Ensure room is always available - Medical Room in CJS  Keep contents of room to a minimum to aid cleaning process	Admin/first Aiders	At all times	
	If the isolated person needs to use the bathroom then a designated bathroom must be used and bathroom to be cleaned before further use	Use of accessible toilet  Ensure process is in place for cleaning promptly after use and before next usage.	Admin/First Aiders	On-going	
	Ask person/pupil to leave by the nearest external door	Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members.  Room will be deep cleaned by cleaning staff, PPE is available, will be disposed of in double bin bags, not put into waste for 72 hours.	Admin/first aiders	On-going	

Potential contamination of buildings/equipment	All pupils staff and visitors	Deep clean of all areas before ASC opens in September and then enhanced cleaning	Additional cleaning capacity to be agreed and delivered Regular reminders to pupils regarding limited sharing of equipment. Ensure stocks of cleaning materials are maintained Each class bubble to have a table, CIS in Burrow, CJS in hall.	FLT Cleaners /Caretakers ASC staff	By 1-9-20  On-going	
		Toileting	ASC children to use Y4 toilets and the toilets in CIS Elliott building (Bryan) if infant children are on the infant playground.  Increased hygiene and reasons to be explained to children using age-appropriate language  Children to sanitise hands before entering and re-wash hands in the toilet hand wash basins or in classroom sink before entering the classroom – taps will be regularly wiped with anti viral wipes  Enhanced handwashing timetabled and use of hand sanitiser on entry to the toilets  <i>Also refer to COSHH risk assessments</i>	ASC staff Cleaners	Daily	
		Storage of personal items	At the class bubble table, junior children to put coats on the back of their chairs, school bags under table, water bottle, lunch boxes on the table. Infant children will hang their coats on pegs spaced appropriately in the Elliott building cloakroom.	ASC staff	Daily	
		Risk of contamination through shared resources which are difficult to clean.	Children will only use resources on the table for their class bubble  Resources will be changed weekly after being wiped down on a Friday and left over the weekend	ASC staff	Daily	
		Contamination through plates, cups	Adults to serve cold food /drink to each child at their bubble table, after children have washed hands upon entering ASC Children will wash	ASC staff	Daily	

			<p>their hands after eating to minimise contamination.</p> <p>Food will be prepared in the Elliott building and transferred to the children in the junior hall.</p> <p>Adult to collect used plates and wash in ASC sink in hot water or in the dishwasher</p>			
Contamination through coughing and sneezing	All pupils staff and visitors	Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal	Regular reminders to children. Ensure tissues are available and covered bins with lids for disposal (emptied midday & after school clean). Ensure posters are displayed (catch it bin it kill it)	ASC staff	On-going	
		Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands	Regular reminders to children	ASC staff	On-going	
Cleaning of ASC rooms – Burrow and Hall	ASC staff and cleaners	Source additional cleaning for ASC	<p>Both schools deep cleaned during summer break</p> <p>Additional cleaning in place</p> <p>ASC staff will wear gloves to clean the tables with virucidal cleaner.</p> <p>Tables in the hall will need to be put away.</p> <p><i>Also refer to COSHH risk assessments</i></p>	ASC staff cleaners	Before Re-opening in September  Daily	
Social distancing	All ASC staff and pupils	CJS children in class bubbles in hall, CIS in class bubbles in Elliott	Children to remain in class bubbles to minimise risk and allow track & trace All staff to model social distancing and use regular reminders with the children	ASC staff	On-going	
		ASC staff	Adults will aim to stay 2m away from other children and adults.	ASC staff	From 1-9-20	
		Children will only play outside in their year group bubbles.	Children encouraged to play at arm's length from others and avoid contact with staff and	ASC staff	From 1-9-20	

		Staggered break times for CIS and CJS children.	peers where possible. Adults to explain reasons why.  Children will be in designated zones within their year group bubble on the playground/ field at playtimes, using PE cones to clearly show areas. Children will be told not to cross into another bubble.			
Provision of first aid	ASC staff	Non-COVID related First aid will continue in the usual way with the use of designated areas.  PPE needs to be available for COVID related symptoms and lidded waste bin to dispose of any contaminated waste and PPE. Staff should wash hands after dealing with pupil and complete any accident forms as usual	Staff wear gloves for non-COVID related first aid or administering of medicines.  As far as possible minimise the amount of medication to be administered by staff.  PPE disposed of in a double black bags available in each classroom. Donning and doffing guidance to be shared with staff.  First aider available in school at all times.  Paediatric First aider in school at all times.	ASC staff  First Aiders  Paed. First Aiders	On-going	
Office/Reception staff	Staff	Parents to continue to book ASC in usual way  Parents/carers and pupils reminded to keep visits to office to a minimum. Parents/carers encouraged to use email or telephone to contact staff as only essential visits to school will be permitted	No child will be admitted if not pre-booked  Any parent or visitor to school in an emergency will be keep in the foyer of either school and spoken to through safety of glass windows. Inform parents/carers of temporary change of system and ensure they have the contact details and that their understanding of the process is clear	CN	On-going	
		Continue parents paying for ASC	Continue electronic means of payment in school	Admin	continued	
Dealing with unwell children	All staff and pupils	Children that become unwell with non Covid symptoms will need to be sent home in the usual manner. Ensuring they	Any symptoms then the child is isolated in CIS Beehive. If the isolated child needs to use the	Teachers TAs	On-going	

		<p>are kept away from others as much as possible to minimise spread of illness</p>	<p>bathroom then Accessible toilet must be used and to be cleaned before further use.</p> <p>Adults to wear gloves if the child is unwell and not COVID related.</p> <p>The staff member supervising must have access to PPE. Handwashing and cleaning the area is vital once the child has left. Face mask to be worn but if they are vomiting etc then goggles/sheild to be worn too.</p> <p>Confirmed case of child or staff COVID-19 means the whole bubble isolate for 14 days. Staff and parents to be informed of testing opportunities and encouraged to do so where symptoms are seen.</p> <p>Track &amp; Trace to identify all people in contact.</p> <p>Contact with ELS to discuss if closure of school is needed.</p> <p>Contact Public Health England.</p> <p>Staff to wear PPE for any suspected Covid case/routine intimate care but guidance advises that it is not necessary for first aid or administering of medicines (subject to staff's personal circumstance). PPE disposed of in a black bags available in each classroom. Donning and doffing guidance to be shared with staff.</p> <p>Public health England poster guidance followed regarding any other childhood illness</p>	<p>Admin First Aider</p>		
Premises plant and equipment	All ASC staff and pupils	All maintenance checks (including Legionella – flushing through outlets before re-opening) to be completed	Caretaker to be made aware of any maintenance	caretaker	By 1-9-20 On-going	



		prior to opening of ASC to ensure everything is functioning as it should				
Fire drill	All staff and pupils	Fire drill procedures and fire safety notices	<p><i>See separate Fire Risk Assessments for CJS</i></p> <p>Fire drill procedures to ensure all new guidelines ref social distancing are followed as much as possible.</p>	FLT ASC staff	By 1-9-20	