



Breakfast club

Risk assessment: 1st September 2020 reopening

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

Date of Risk Assessment: 16-07-2020

Reviewed: 25-08-20

Full Re-opening of Breakfast Club

The breakfast club will be run in the infant school hall to ensure space for all children.

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 Breakfast club to all children in September	Crossways community children, staff, parents	<p>BC was open during March/April/May following LA guidelines however has not been open since 1st June</p> <p>Robust risk assessments are in place, regularly reviewed and amended if necessary.</p> <p>Risk assessments checked by H&S, LA, Governing Body</p>	<p>Create robust Breakfast Club Risk Assessment based on & LA guidelines to enable all children who wish to use BC to do so safely in September.</p> <p>Communicate BC Risk Assessments with Governors and NM (new EHT)</p> <p>Communicate BC Risk Assessment with all staff, especially BC staff</p> <p>Communicate BC 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>BC will begin on Monday 7th September 2020.</p> <p>Communicate revised temporary capping of number to 40 increasing to 50 on the 28th September as EYFS start full time, revised 7.40 – 8.00 drop off time. These decisions will be reviewed at October half term.</p>	<p>FLT</p> <p>FLT</p> <p>FLT, BC staff</p> <p>FLT</p> <p>FLT/Admin</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 BC	All parents & children using BC	<p>Parents/carers will be asked to check temperature (if possible) and to wash hands before leaving for school</p> <p>Avoid BC if symptoms e.g. continuous cough,</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>	FLT/admin	1-9-20	

		temperature, loss of taste/smell	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 BC			
		Safe distancing will be followed during entry and exit to BC	Parents requested to walk children to school where possible, avoiding traffic congestion. Pupils & parents enter through Infant gate by the zebra crossing and there is a one way system in place. Markings/posters will clearly show one way system for entry/exit Children will be dropped off at the EYFS door (by the caretakers cupboard) between 7.40 – 8am. No parents to walk around school grounds or loiter after drop off	FLT BC staff	By 1-9-20	
			Teachers and TAs will have access to class lists detailing BC attendance. CIS and Y3/4 teachers/TAs to collect children from BC to minimise cross contamination of bubbles and minimise contact across the school building. BC staff will supervise Y5/6 children whilst walking to the junior playground to minimise cross contamination of bubbles and minimise contact across the school building.	BC staff Teachers/ TAs	By 1-9-20	
		Physical contact, e.g. children crying and needing nurture, refusing to leave parent/carer	Children will not be physically coaxed off parents if they are refusing to come in, however staff can encourage children	BC staff	Daily	
		On entering BC and before exiting BC 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>	BC staff	By 1-9-20 then daily	

		Parents will be asked to leave children at BC door	Parents will be asked not to engage in conversation with BC staff BC staff will sign in each child as they enter.	BC 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' in the CIS 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.	BC 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 - Beehive in CIS 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 BC 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 in CIS hall.	FLT Cleaners Caretaker BC staff	By 1-9-20 On-going	
		Toileting	BC children to use accessible toilet. Increased hygiene and reasons to be	BC staff	Daily	

			<p>explained to children using age-appropriate language</p> <p>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</p> <p>Enhanced handwashing timetabled and use of hand sanitiser on entry to the toilets</p> <p><i>Also refer to COSHH risk assessments</i></p>	Cleaners		
		Storage of personal items	At the class bubble table, children to put coats on the back of their chairs, school bags under table, water bottle, lunch boxes on the table	BC staff	Daily	
		Risk of contamination through shared resources which are difficult to clean.	<p>Children will only use resources on the table for their class bubble</p> <p>Resources will be changed weekly after being wiped down on a Friday and left over the weekend</p>	BC staff	Daily	
		Contamination through plates, cups, food	<p>Adults to serve breakfast/drink to each child at their bubble table, toast, crumpets, fruit, cereal/milk after children have washed hands upon entering BC. Children will wash their hands after eating to minimise contamination.</p> <p>Adult to collect used plates and washed in kitchen sink in hot water</p> <p>Leftover food disposed of immediately into food bin by BC staff</p>	BC staff	Daily	
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)	BC staff	On-going	
		Children are reminded to catch sneezes with hand or	Regular reminders to children	BC staff	On-going	

		elbow and then to immediately wash hands				
Cleaning of BC rooms – Burrow and Hall	BC staff and cleaners	Source additional cleaning for BC	Both schools deep cleaned during summer break Additional cleaning in place BC staff will wear gloves to clean the tables with virucidal cleaner. Tables in the hall will need to be put away and the floor swept and mopped with a wipe based mop. <i>Also refer to COSHH risk assessments</i>	BC staff cleaners	Before Re-opening in September Daily	
Social distancing	All BC staff and pupils	CJS children in class bubbles in hall, CIS in class bubbles in Burrow	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 Children encouraged to play at arm's length from others and avoid contact with staff and peers where possible. Adults to explain reasons why.	BC staff	On-going	
		BC staff	Adults will aim to stay 2m away from other children and adults.	BC staff	From 1-9-20	
Provision of first aid	BC 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.	BC staff First Aiders Paed. First Aiders	On-going	

Office/Reception staff	Staff	<p>Parents to continue to book BC in usual way</p> <p>Parents/carers and pupils reminded to keep visits to office to a minimum.</p> <p>Parents/carers encouraged to use email or telephone to contact staff as only essential visits to school will be permitted</p>	<p>No child will be admitted if not pre-booked</p> <p>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</p>	<p>CN</p> <p>Admin</p>	On-going	
Dealing with unwell children	All staff and pupils	<p>Children that become unwell with non Covid symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness</p>	<p>Any symptoms then the child is isolated in CIS Beehive. If the isolated child needs to use the 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/shield 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 & 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</p>	<p>Teachers</p> <p>TAs</p> <p>Admin</p> <p>First Aider</p>	On-going	

			<p>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>			
Premises plant and equipment	All BC staff and pupils	All maintenance checks to be completed prior to opening of BC to ensure everything is functioning as it should	<p>Caretaker to be made aware of any maintenance</p> <p>Legionella – outlets flushed through before re-opening</p>	caretaker	By 1-9-20 On-going	
Fire drill	All staff and pupils	Fire drill procedures and fire safety notices	<p><i>See separate Fire Risk Assessments for CIS</i></p> <p>Fire drill procedures to ensure all new guidelines ref social distancing are followed as much as possible.</p>	FLT BC staff	By 1-9-20	