



**The Crossways Federation**  
**After School Club**  
**Risk assessment: 28 2 2021**

This risk assessment is for both Crossways Infant School and Crossways Junior School. The justification for this is due to having the same governing board, same Executive Head Teacher, same Leadership Team who hold responsibility for both schools collectively.

Where there are separate mitigation's in the schools these have been detailed separately.

**Risk Assessment completed by Emma Mitchell, Paul Medlicott, Nicky McMahon & Claire Clarke**

**Date of Risk Assessment: 28.2.2021**

**Reviewed:**

**Description of activity being risk 21**

## Based upon Schools coronavirus (COVID-19) operational guidance February 2021

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 8 <sup>th</sup> March	Crossways community children, staff, parents	<p>ASC has been open to children of key worker parents.</p> <p>Robust risk assessments based on DfE and LA guidelines are in place, regularly reviewed and amended if necessary.</p> <p>Risk assessments checked by H&amp;S, LA, Governing Body</p>	<p>Communicate ASC Risk Assessments with Governors</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 Reminder of temporary capping of number to 45.</p>	<p>FLT</p> <p>EM</p> <p>FLT</p> <p>ASC staff</p>	<p>By 2.3.21</p> <p>In ASC staff meeting on 2.3.21</p> <p>By 2.3.21</p>	

Spread of the virus within the school	All staff pupils and visitors to school	<p>Parents/carers are asked to check children for symptoms of Covid-19 prior to leaving for school including checking temperature (if possible), cough and loss of taste/smell. Children to wash hands before leaving for school</p> <p>Both children and adults are required to self-isolate if symptomatic e.g. continuous cough, temperature, loss of taste/smell.</p> <p>Remind all parents to avoid using public transport and car sharing</p> <p>All parents requested to wear face covering wherever possible when in and around the school site</p> <p>Where face coverings are removed, disposable ones are disposed of in a lidded bin. Reusable face coverings are stored in a plastic bag. Hands are sanitised on entry to the school.</p> <p>On-going reminders in place.</p>	Remind parents of Covid-19 restrictions and mitigations	FLT	By Friday 5 <sup>th</sup> March	
		<p>Safe distancing is followed during entry and exit to the schools and supervised as much as possible</p> <p>Parents requested to walk children to school where possible, avoiding traffic congestion.</p> <p>Pupils &amp; parents enter through designated gates and there is a one way system in place.</p> <p>Markings/posters clearly show one way system for entry/exit</p> <p>Parents can book for children to access ASC until 5pm or 5.30pm. Parents can only collect children at these times.</p> <p>Children will be in year group lines on the junior playground. The gates will be opened by ASC staff when all children are lined up and ready. Parents will collect their children following the one way system.</p>	Update markings/posters to show one way system for entry/exit	Admin/ Caretaker	By Friday 5 <sup>th</sup> March	

		<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		
		<p><u>Physical contact, e.g. children crying and needing nurture, refusing to leave parent/carer</u></p> <p>Staff are advised to wear gloves if encouraging children through handholding.</p> <p>Staff can use positive handling with children if wearing gloves. FLT are informed.</p> <p>If a child is physically reassured, staff risk assess the dangers for themselves and limit contact where possible.</p>		ASC staff		
		<p>On entering areas within the school (including ASC/school hall) all pupils are asked to sanitise hands</p> <p>A good supply of hand sanitiser, soap and paper towels is available every day and checked regularly.</p>		ASC staff		
		<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		
		<p><u>Close contact with other pupils not in own class / year group bubble</u></p> <p>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 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.</p>		ASC staff		

		<p>To avoid the risk of contamination from unventilated rooms within school buildings:</p> <p>Staff keep an air flow through the rooms which they occupy throughout the day by opening windows and keeping doors open (except fire doors). They ventilate fully before school, during breaks and after school and always keep some windows open throughout the day. They ensure there is still a flow of air at all times, with windows opened widely when unoccupied.</p>		ASC staff		
		<p>Anyone, child or adult, who shows symptoms in school is asked to move to the designated isolation room (child) or sent straight home (adult).</p> <p>ASC staff to liaise with AHT. School informs S Glos PHE in the event of children or staff members with positive test results. In this case they are expected to engage with NHS Test and Trace. Parents are advised to inform school of any symptoms any children may have and the outcomes of any test immediately. School will take appropriate action based on the result of the test (see LA Covid flowchart).</p> <p>If the isolated person needs to use the bathroom then a designated bathroom is used and cleaned before further use.</p> <p><b><u>Infant School</u></b></p> <p><b>Isolation room - Infant Elliot building in CIS.</b></p> <p><b>Contents of room is kept to a minimum to aid cleaning process.</b></p> <p><b>Isolation toilet - Infant Elliot building toilet.</b></p> <p><b><u>Junior school</u></b></p> <p><b><i>Isolation room - medical room in CJS.</i></b></p>		ASC staff		

		<p><b>Contents of room is kept to a minimum to aid cleaning process</b></p> <p><b>Isolation toilet - accessible toilet</b></p> <p>Processes are in place for cleaning promptly after use and before next usage.</p> <p>Person/pupil to leave by the nearest external door.</p> <p>Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members.</p> <p>Cleaning of rooms occurs following departure by cleaning staff wearing PPE. Waste is double bagged in black bags provided and stored for 72 hours before being disposed of.</p>				
Potential contamination of buildings/ equipment	All pupils staff and visitors	<p>Regular reminders to pupils regarding limited sharing of equipment – only within the class bubble. Ensure stocks of cleaning materials are maintained</p> <p>Each class bubble to have a table, CIS in Elliott, CJS in hall.</p>		ASC staff		
		<p>To avoid spreading germs between rooms and areas, e.g. toilets, corridors, outside, children to wash hands or sanitise before and after leaving and entering.</p> <p>Anti-bac wipes are placed close to doors to enable door handles to be regularly cleaned</p>		ASC staff		
		<p>ASC children to use Y4 toilets. Infants use Hawthorn toilets and juniors use Chestnut.</p> <p>Increased hygiene and reasons to be 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</p>		ASC staff		

		<p>– 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><u>Storage of personal items</u></p> <p>At the class bubble table, junior children to put coats on the back of their chairs, school bags under table, water bottle, lunch boxes under the table. Infant children will hang their coats on pegs spaced appropriately in the Elliott building cloakroom.</p>		ASC staff	Daily	
		<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>		ASC staff	Daily	
		<p>Adults to place cold food on children’s bubble tables. Children can unwrap their food after sanitising upon entering ASC. Children will sanitise their hands after eating to minimise contamination.</p> <p>Adults will wipe the tables with virucidal spray when children have finished eating.</p> <p>Food will be prepared in the Elliott building and transferred to the children in the junior hall.</p> <p>CJS children to tidy their plates and left over food one at a time and sanitise before returning to their bubble table. CIS children’s plates will be collected by staff. Used plates will be washed in ASC sink in hot water or in the dishwasher.</p>		ASC staff	Daily	
Contamination through	All pupils staff and visitors	Children are reminded to use tissues provided to catch coughs and sneezes and use designated bin for disposal. Children are reminded to catch sneezes with hand or elbow and then to		ASC staff	On-going	

coughing and sneezing		immediately wash hands. Tissues are available and covered bins with lids for disposal (emptied midday & after school clean). Posters are displayed (catch it bin it kill it)				
		<p>Opportunities are available for pupils, students, staff and visitors to wash/sanitise their hands:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• before and after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before and after eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing/ touching face.</li> </ul> <p>A good supply of soap, paper towels, hand sanitiser and PPE is available at all times.</p>				
Use of hand sanitisers **	All pupils visitors and staff	<p>We allow the use of hand sanitisers that contain at least 60% alcohol. The safety data sheet for the product(s) have been obtained which advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.</p> <p>COSHH assessments have been completed for any new products of hand sanitiser and cleaning products.</p> <p>Adequate supplies are maintained and staff are aware of safety data sheets.</p> <p>Supplies are topped up as necessary at entrance and exit points from the school.</p> <p>Staff supervise to ensure safe use of sanitisers.</p> <p>For children with skin conditions liquid soap and water is used instead, after consultation with parents.</p>		ASC staff	On-going	



Cleaning of ASC rooms – Elliott building and Hall	School staff and cleaners	<p>Cleaning staff are aware of the levels of cleaning required in each area and provided with PPE for each area.</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. 6 tables can be left for use the next day</p> <p>Schools and the Elliot building are deep cleaned during half term/holidays.</p> <p>PPE is taken off in controlled circumstances and as regularly and necessary to protect the user and disposed of carefully in bin bags outside each room, as contaminated waste.</p>		ASC staff cleaners	Daily	
Social distancing	All staff and pupils	<p>CJS children in class bubbles in hall, CIS in class bubbles in Elliott</p> <p>Children to remain in class bubbles to minimise risk and allow track &amp; trace</p> <p>All staff to model social distancing and use regular reminders with the children</p>		ASC staff	On-going	
		<p>Children will only play outside in their year group bubbles.</p> <p>Staggered break times for CIS and CJS children.</p> <p>Children encouraged to play at arm's length from others and avoid contact with staff and peers where possible. Adults to explain reasons why.</p> <p>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.</p>		ASC staff		
		<b>Playground at end of session</b>		ASC staff		

		<p>Where members of staff meet &amp; greet parents or speak with parents at the end of the day they are encouraged to wear a mask during these interactions.</p>				
		<p>Social distancing of staff</p>		ASC staff		
		<p>To avoid the risk of breakdown of social distancing during play times increasing transmission risk:</p> <p>ASC staff train children on safe and unsafe playtime games.</p> <p>Supervision at play times to reinforce this.</p> <p>Sanction for children breaking this rule intentionally.</p>				
Provision of first aid	All staff pupils and visitors	<p>Non-COVID related First aid continues in the usual way.</p> <p>PPE is available for COVID related symptoms and lidded waste bin to dispose of any contaminated waste and PPE (stored for 72 hours prior to disposal). Staff wash hands after dealing with pupil and complete any accident forms as usual.</p> <p>Staff wear gloves for non-COVID related first aid or administering of medicines. Completed within bubble and recorded.</p> <p>PPE disposed of in a double black bags. Donning and doffing guidance has been shared with staff.</p> <p>First aider on site at all times.</p> <p>Paediatric First aider on site at all times.</p> <p>Any first aider dealing with an incident remains with casualty and details are recorded in contact</p>		ASC staff		

		tracing register if the first aider is not from within the bubble.				
Contact register in place	All pupils & staff, Visitors	The ASC maintain the contact tracing registers of both children and adults for both of these clubs.		ASC admin		
Lateral Flow Tests and testing of asymptomatic staff	All staff and regular visitors to site including caterers, cleaners, regular supply teachers, students	<p>Primary school staff will continue to take 2 rapid Covid-19 tests each week at home. This is non mandatory.</p> <p><b>See separate LFT testing risk assessment</b></p> <p><b>What happens if a lateral flow test result is positive?</b></p> <p><u>Current DfE guidance (as of 25 February 2021)</u></p> <ul style="list-style-type: none"> <li>• Individuals with a positive LFD result will need to self-isolate immediately in line with the <a href="#">stay-at-home guidance</a>. Their household members will need to isolate too.</li> <li>• They should report their results to NHS Test and Trace as soon as the test is complete, as set out in the test kit instructions and <a href="#">Report a COVID-19 test result - GOV.UK (www.gov.uk)</a> page. This will enable NHS Test and Trace to monitor the spread of the virus.</li> <li>• Staff and pupils testing positive (from the LFD test) should also inform their school of their result so the school can begin to identify close contacts and make appropriate cover arrangements.</li> <li>• Staff or pupils with a positive LFD test result will need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home.</li> </ul>		Admin staff		

		<ul style="list-style-type: none"> <li>• Staff and pupils should then provide the school with the result of the PCR test as soon as possible.</li> <li>• Those with a negative LFD test result can continue to attend school and use protective measures.</li> </ul>				
Office/Reception staff	Staff	<p>Parents to continue to book and pay for ASC in usual way via online booking system</p> <p>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</p> <p>No child will be admitted if not pre-booked</p> <p>Any parent or visitor to school in an emergency will be kept 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>		ASC admin		
Dealing with unwell children	All staff and pupils	<p>Children that become unwell with non Covid symptoms are sent home in the usual manner. We ensure 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 the designated isolation area. If the isolated child needs to use the bathroom then use the designated isolation area.</p> <p>Adults wear gloves if the child is unwell and not COVID related.</p> <p>The staff member supervising has access to PPE. Handwashing and cleaning the area is vital once the child has left. Face masks are worn but</p>		ASC staff		

		<p>if they are vomiting etc then goggles/face shield are worn.</p> <p>Used PPE and bathroom/ toilet bins is double bagged and stored for 72 hours. Staff ensure relevant staff know to double bag in a relevant case.</p> <p>Confirmed case of child or staff COVID-19 means the whole bubble isolate for 10 days. Staff and parents are informed of testing opportunities and encouraged to do so where symptoms are seen.</p> <p>Staff wear PPE for any suspected Covid case/routine intimate care</p> <p>Donning and doffing guidance has been shared with staff.</p> <p>Public health England poster guidance followed regarding any other childhood illness</p>				
Premises plant and equipment	All staff, pupils and visitors.	All maintenance checks to continue to ensure everything is functioning as it should	Caretaker to be made aware of any maintenance	caretaker	On-going	
Fire drill	All staff and pupils	<p>Fire drill procedures and fire safety notices in place</p> <p><i>See separate Fire Risk Assessments</i></p> <p>Fire drill procedures ensure all new guidelines regarding social distancing are followed as much as possible.</p> <p>Regular fire drills to continue (in Covid safe way).</p>		FLT ASC staff	ASC staff to carry out practise fire drills in week commencing 8.3.21	
Children with health vulnerabilities or who live in a	Pupil, families staff	<p>FLT/staff liaise with child's parents</p> <p>Health care plan in place, detailing health issues</p>		FLT ASC staff		

household vulnerabilities		<p>All staff, especially within the child's class bubble, are aware of any specific child with new health vulnerabilities</p> <p>Specific medication, if required, is stored safely and securely with the child's bubble in classroom</p> <p>First aiders and paediatric first aider on site at all times.</p>				
Vulnerable staff – health	All staff including clinically vulnerable, clinically extremely vulnerable, BAME,	<p>The Crossways Leadership team continue to aim “<i>to reconnect safely through a compassionate and ethical approach</i>” (S. Glos. Draft re-opening framework for Schools)</p> <p>HR/union advice is followed on the legality of any action</p> <p>Use of HR/Occupational Health/ Counselling service as appropriate</p> <p>EQIAs in place and updated for all CEV and CV staff. Discussed and agreed with the member of staff to ensure they are clear of any additional preventative measures required.</p>		FLT		

\*\* Most hand sanitiser products contain a high volume of alcohol, which is the reason for hand sanitiser fire concerns. Alcohol based hand sanitisers should be stored away from all heat and ignition sources, including (but not limited to) sparks, open flames, any type of electrical outlet, switches or equipment, and extreme heat. Caution should also be used when hand sanitiser has been used and individuals may come into contact with heat/hot surfaces etc.