

Breakfast Club COVID September 2020 Risk Assessment Form

HEALTH AND SAFETY RISK ASSESSMENT FORM

TORFAEN
COUNTY
BOROUGH



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RISK ASSESSMENT FOR: The Return of All Pupils to School in September, 2020, whilst complying with national guidelines to try prevent the transmission of COVID 19

N.B. Due to the nature of the virus it is impossible to eliminate all risk. This risk assessment attempts to set out the measures that have been taken to ensure that staff, pupils and parents are as safe as possible.

ASSESSMENT UNDERTAKEN BY: Andrew Brasington, K.Manley

DATE OF ASSESSMENT: 08.09.2020

REVIEW DATE: October half term, 2020 or sooner if circumstances with COVID 19 change, or circumstances at the School change

This risk assessment needs to be read in conjunction with the initial COVID-19 risk assessment that was prepared in June 2020, the whole school reopening risk assessment prepared in August 2020 and the breakfast catering risk assessment.

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY ?	BY WHOM	BY WHEN	COMPLETED (DATE)
<p>Following the lockdown due to COVID 19, Welsh Government announced that all pupils are to return to school in September 2020. The LA, Schools and Governing Bodies have to ensure measures are in place to keep pupils, members of staff and contractors to site as safe as possible, at the same time as trying to prevent the transmission of COVID 19 as far as is reasonably practicable</p> <p>The risk assessment below outlines the additional measures that George Street Primary school is taking in readiness to starting Breakfast Club provision for all pupils in September, 2020. This risk assessment should be read in conjunction with the whole school risk assessment (September 2020).</p>						
HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY ?	BY WHOM	BY WHEN	COMPLETED (DATE)
Intended start date		We anticipate starting Breakfast Club provision from 14 th September but this is dependent on numbers and safe systems. Should numbers exceed the safe amount of children per sitting	Weekly check-ins with staff Daily monitoring	All actions to be monitored by head working	Half term 2020	

		school may need to reconsider the start date.	for the first week then weekly inspection	alongside SLT, caretaker and Office		
<p>Arriving at School For Breakfast Club: Staff</p> <p>Arriving at School For Breakfast Club: Parents/Pupils</p>		<p>Staff must maintain a 2m distance from each other at all times</p> <p>Staff must ensure they socially distance from other staff when they are arriving and parking their vehicles.</p> <p>Pupils must enter the school via the main entrance gate where they will be collected by a member of staff before entering the building via the breakfast club door.</p> <p>Pupils will sanitise their hands on arrival.</p> <p>Parents must wait at the front of the school (main entrance) and ensure they maintain a 2 metre social distance from other family groups while waiting for children to be collected by staff.</p>				
Parental Access to School		Parents/carers must not enter the school site. A member of Breakfast Club/school staff will meet parents at the front of the school (main entrance) and escort the children into the hall via the breakfast club door.				
Breakfast Club Times		<p>8.30am – 8.50am: Reception, Year 2, Year 3 and Year 6</p> <p>8.40 – 9.00am: Year 1, Year 4 and Year 5</p> <p><u>However:</u></p> <p>Pupils in Year 1, Year 4 and Year 5 may attend the earlier sitting if they have a sibling in Reception, Year 2, Year 3 and Year 6 to avoid excessive numbers of parents waiting at the front of the school.</p> <p><u>*Siblings:</u></p> <p>Siblings <i>must not</i> sit together.</p> <p>All pupils must sit on the specific table identified for their 'bubble'.</p>				
Registration		All children that attend breakfast club must have registered prior to attending.				
Pupil Access to Breakfast Club		<p>Parents must accompany their child to the front of the school and wait with them until their child is collected by a member of school staff:</p> <ul style="list-style-type: none"> • Entry to the first sitting is 8.30am. Pupils will not be given access to the first sitting after 8.35am • Entry to the second sitting is 8.40am. Pupils will not be given 				

		<p>access to the second sitting after 8.45am</p> <p>A member of school staff will indicate which bubble each child belongs to and the breakfast staff will ensure they are seated at the correct table. Pupils are not to move between or change tables.</p>				
End of Breakfast Club and access to the classroom		<p>Children must wait for the breakfast supervisor to tell their bubble to leave the room. Pupils must be reminded to take coats and bags. Bubbles will leave one at a time if using the same exit point. Younger pupils must be met by a TA from their bubble. Older children will return directly to class to meet their class teacher as they return from the designated pick up point. They will wash their hands before entering class.</p> <p>It is important that teachers, breakfast supervisors and pupils recognise the importance of not mixing bubbles in transit to and from different locations.</p>				
Food/Drink Options		<p>Limited to:</p> <ul style="list-style-type: none"> • Toast • Juice or milk • Fruit <p>Note: Initially, cereals will not be served because of time restraints and logistics of ensuring safety.</p>				
Seating Arrangement		<p>Tables will be set out for 7 bubbles: 1 table per year group. Foundation phase bubbles will be situated on one side of the hall and KS2 bubbles on the opposite side of the hall. (FP tables will be closest to FP exit to classrooms – whiteboard end - and KS2 bubbles closest to KS2 exit to classrooms – library end).</p> <p>*Siblings: Siblings <i>must not/must sit</i> together unless in the same 'bubble'. Pupils must sit on the table identified for their 'bubble'.</p> <p>Tables must be spaced out so that there is at least a 2 metre gap between bubbles.</p>				
Serving		<p>Children will sit at their designated table.</p> <p>The children will wait to be told by breakfast supervisors when to go to the counter to collect their breakfast – one bubble at a time.</p> <p>In the serving area the pupils must stay behind the red tape on the</p>				

		<p>floor, ensuring a 2m gap between themselves and the canteen staff.</p> <p>Children must return to their seat with their food and not move from their seat until told to do so.</p>				
Disposal of waste food/drink		Each bubble will be instructed to clear their waste and crockery etc., to a designated area within the hall. Reception children will leave their used items at the table and this will be cleared by staff.				
Pupils' Clothing		Pupils must keep coats on or fold and store underneath their seat. Bags must be stored underneath or behind their seat.				
Movement		Pupils must remain seated during the Breakfast Club session.				
Toilets		<p>It is unlikely that children will need to use the toilet during Breakfast Club because the sessions are only 20 minutes. However in the event toilets are required, children from Year 1 up are to go to their designated year group toilets. However, reception children will use the Year 2 toilets.</p> <p>Children will be encouraged sanitise before entering the toilets and then to wash their hands after using the toilets for 20 seconds.</p> <p>Paper towels may be used to dry hands.</p> <p>Some contact groups will have their own toilets (above). Where this is not possible, toilets will be shared between as few contact groups as possible and there will be extra cleaning.</p> <p>In shared toilets, cubicles and sinks will be allocated to class contact groups where possible.</p> <p>Staff will be encouraged to use the same toilet each time and not go between toilets to minimise contamination.</p>				
Cleaning between sittings		<p>Breakfast supervisors will sanitise tables and seats with disinfectant when all children have left their table to go to class.</p> <p>All tables and seats will be disinfected in readiness for the dinner service starting at 11.30am.</p>				
Children with Challenging Behaviour		A member of school staff will support any child with challenging behaviour. School staff will use PPE when required.				

		<p>Physical restraint will only be used as a last resort inline with the School's current positive handling policy and individual positive handling plans.</p> <p>Where restraint has to be carried out with a non-symptomatic child, staff will need to wear their usual PPE according to the risk assessment for that child. With a symptomatic child PPE should be worn as appropriate. Care must be taken not to frighten the child and to explain why PPE is being worn. Parents of children with PHPs must be advised of the fact that PPE will be worn while restraining if that has been assessed as necessary.</p> <p>PPE available: gloves, masks, aprons, visors. Staff to decide what to wear when according to the child and risk. N.B. staff should receive training on how to put on and take off PPE and posters should be displayed as reminders.</p> <p>Parents and children to be given a debrief when appropriate following the restraint.</p> <p>Handwashing is important after each restraint. Staff not to touch their faces until they have washed their hands.</p>				
Multiple roles		Concerning breakfast supervisors who have more than one role, e.g. they work in breakfast club and cover lunch duty. These individuals must ensure that they change/wash clothing between shifts.				
Meeting the Personal Care needs of Pupils. Dealing with toileting Accidents	Having close contact with a pupil could cause the virus to spread	<p>PPE to be made available to staff - gloves to be worn as a minimum. Also available: mask and apron for staff to use if necessary.</p> <p>Regular cleaning of changing area by cleaners.</p> <p>Handwashing and anti bac products to be available at all times. Handwashing is important after each procedure. Staff not to touch their faces until they have washed their hands.</p>				
Case of COVID-19 (from whole school risk assessment)	Any case of COVID 19 needs to be dealt with safely	<ul style="list-style-type: none"> • Staff, students, parents/carers to be aware of the symptoms of possible coronavirus infection, eg. a cough, difficulty in breathing and high temperature, changes or loss of taste and smell. All staff are kept up-to-date with national guidance about the symptoms and guidance in relation to 'stay at home'; • Any student who displays signs of being unwell is immediately referred to the Headteacher by telephoning. While waiting to be collected, children will be supervised in the isolation room and ensure social distancing is maintained; 				

		<ul style="list-style-type: none"> • Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe; • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen; • The parents of an unwell pupil are informed as soon as possible of the situation by the Head/office • Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated; • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned immediately after use; • If a member of staff or child displays symptoms of COVID-19 they must self- isolate for 10 days before returning to school. • Testing is available for all staff and children. If the result is negative, staff and children can return to school before the 10 days is up. <p>Once they have been tested for COVID 19.</p> <ul style="list-style-type: none"> • If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group may need to self-isolate for 14 days. • Ensuring arrangements are in place for first aid support and availability; • Account for availability of trained first aiders or emergency personnel; • Provisions should be fully stocked and monitored. Accident forms completed where required; • If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents • All students' emergency contact details are up-to-date, including alternative emergency contact details, where required; • Students' parents/carers are contacted as soon as practicable in the event of an emergency; • Students' alternative contacts are called where their primary emergency contact cannot be contacted. 				
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