

## Covid-19 Health and Safety Risk Assessment for our Breakfast and After School Clubs - September 2020



<b>School/ Setting</b>	TEMPLEMOOR INFANT AND NURSERY SCHOOL	<b>Date of Assessment</b>	1 <sup>st</sup> September 2020.
<b>Assessment Completed By</b>	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
<b>01</b>	All pupils, or persons within their household that have COVID 19 symptoms <b>must not attend the Club</b> . They should self-isolate immediately and <a href="#">arrange to have a test</a> . If test is negative they can return to their school/setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All parents/ carers will be informed that:</p> <p>All pupils who are displaying symptoms of COVID-19 however mild (new, continuous cough or a high temperature, loss of, or change in, their normal sense of taste or smell), or whose household member develops symptoms at home, should <b>immediately self-isolate</b>. They <b>must not</b> attend the Club and must not go to a GP surgery, pharmacy or hospital*. Parents must follow the steps outlined below.</p> <ul style="list-style-type: none"> <li>• Parent/Carer should notify the Club of their absence by phone.</li> </ul>

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					<ul style="list-style-type: none"> <li>• School should record and keep minimum dataset. Reason for absence, date of onset of symptoms, symptoms, class etc.</li> <li>• Direct to <a href="#">Stay at home</a> guidance for isolation advice for child and their households. The person with symptoms should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 14 days. The 14-day period starts from the day when the first person in the household became ill. Staying at home for 14 days will greatly reduce the overall amount of infection that people in a household could pass on to others in the community.</li> <li>• Advise that the child should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms.</li> <li>• Parent to consider alerting the people that they have had close contact with in the last 48 hours to let them know they have symptoms of coronavirus (COVID-19.)</li> </ul> <p><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>(*Please note, if you or your child is feeling unwell it is still important to get medical help if you need it. To get accurate health information use the <a href="#">NHS website</a> or contact your GP either online or via telephone. If you need urgent medical help, use the regular <a href="#">NHS 111</a> online service. Call 111 if you cannot get help. For life threatening emergencies call 999).</p>
<b>02</b>	Any pupils who develop COVID-19 symptoms during their time at the Club should be sent home as soon as possible and should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

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				<p>sense of taste or smell they must be sent home <b>as soon as possible</b>. The X 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.</li> <li>• Be sent home as soon as possible. Parents will be directed to follow the <u>Stay at home</u> guidance for isolation advice for pupil and their household. The pupil with symptoms should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 14 days. The 14-day period starts from the day when the first person in the household became ill. Staying at home for 14 days will greatly reduce the overall amount of infection that people in a household could pass on to others in the community.</li> <li>• All pupils have access to a test if they display symptoms of coronavirus.</li> <li>• Whilst awaiting pick-up, the pupil will be isolated outdoors in the sheltered, private area of the playground (area outside of the girl’s toilets) or inside in the old staffroom. Pupils will be supervised whilst this takes place.</li> <li>• PPE will be worn by the staff member who is supervising (fluid resistant mask, apron, gloves, and reusable visor (if vomiting). These can be found in the Trafford PPE Micropack in First Aid Cupboard in staffroom). A distance of at least 2m will be maintained.</li> </ul> <p>When a pupil displaying symptoms has left the site:</p> <ul style="list-style-type: none"> <li>• Any member of staff who has helped a child who was unwell does not need to go home unless they develop symptoms themselves or the pupil or 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> </ul>
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					<ul style="list-style-type: none"> <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 symptoms. These facilities will be cleaned and disinfected using Trafford approved cleaning products.</li> <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, Covidtrace@trafford.gov.uk.</b></p> <p>If a pupil is tested and it is <b>negative</b>, they will be advised:</p> <ul style="list-style-type: none"> <li>• they can return to their setting, providing that they are fit and well enough, and the fellow household members can end their self-isolation. <b>Under no circumstance must children return to school if they are still feeling unwell.</b></li> </ul>
03		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• The parent/ carer of a pupil who tests positive for COVID-19 must immediately inform the school. School <b>must contact the local health protection team via Covidtrace@trafford.gov.uk. to inform them of this.</b></li> <li>• A parent/carer 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 headteacher or appropriate member of the leadership team at the educational setting 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. This</li> </ul>

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				<p>is likely to be the children and teacher of that class bubble. The social distancing measures put in place by educational settings should reduce the number of direct/close contacts.</p> <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 14 days since they were last in close contact with that person when they were infectious.</li> </ul> <p><b>Close contact means:</b></p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</li> <li>• travelling in a small vehicle, like a car, with an infected person.</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. A template letter will be provided to schools, 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.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.</p> <p>If someone in a Club Bubble that has been asked to self-isolate develops symptoms themselves within their 14-day isolation</p>
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04	Pupil groups should be arranged to enable the school to deliver their wrap around care. Mixing into wider groups is allowed for wraparound care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Due to current low numbers, children in Nursery and Reception will continue to be together in our Early Years Breakfast and After School Club provision, which will be based in our Nursery.</li> <li>• Children in Years 1, 2, 3, 4, 5 and 6 will be kept in year group bubbles of no more than 15 children. This may be in classrooms, or in the hall (using large screens to separate specific Year Group areas).</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 in their Year Group bubbles 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</p>

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					<p>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, 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. They will remain in their Year Group bubbles for the remainder of the session, including when accessing outdoor provision.</p>
<b>05</b>	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.
<b>06</b>	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 are 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.</p> <p>Signage in operation for each entrance/ exit.</p> <p><b>Breakfast Club:</b> Parents and children must enter the site using the main pedestrian gate, and exit the site using the double car park gate. These entrances and exits are clearly labelled.</p> <p><b>After School Club:</b> Parents must collect their children from the main gate <b>no later than 5:30pm.</b></p>

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<b>07</b>	Increased number of Entrance and Exit Points to the Building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to enter building via classroom doors/ main entrance and sanitise/ wash hands on entering the building. Children to enter building via the doors that go directly into their groups' areas, hand sanitise on entering the building and then wash hands. Wash hands on leaving the building.
<b>08</b>	Year Group Bubbles organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children are distanced as far as is reasonably practical and may congregate in a group size no larger than their Year group bubble (except for Nursery and Reception children, who will remain in an EYFS Bubble).</p> <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. Box in each Year Group Bubble with cleaning equipment (gloves, tissues, spray).</p> <p>Resources, such as books and games, can be used and shared within the bubble and these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Children will place their coats/ belongings on the back of their chairs within their Bubble.</p>
<b>09</b>	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> <li>•enhanced cleaning of settings and frequently touched surfaces.</li> <li>•minimising contact and mixing.</li> </ul>

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					<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>
<b>10</b>	Outside space is used wherever possible in the After School Club.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	After School Club staff to utilise all outdoor areas available when appropriate. Each year group to have allocated separate outdoor space split into zones.
<b>11</b>	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Timetable arranged to minimise contact between phases, 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 Bubble, 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 year group bubble utilising school grounds, during the After School Club.</p> <p>Each bubble to use separate toilets. Outdoor toilets are not permitted to be used at After School Club.</p>
<b>12</b>	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"/>	Alcohol gel hand santiser available at all entrances. Caretaker to ensure dispensers are full at the start of each day. All children to sanitise and then wash 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. 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

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					<p>disabled. Pedal bins placed in classrooms and all toilets – waste to be double bagged. Caretaker Checklist in 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>
<b>13</b>	The cleaning and use of resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Resources that are shared between year groups, 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 this time.</li> <li>Soft toys/ soft furnishings are not to be used at this time.</li> <li>The climbing frame and trim trail are not permitted to be used at this time.</li> </ul>
<b>14</b>	The serving of food.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children will eat all food within their own Bubble.</p> <p>Breakfast Club: Children will be served a breakfast of cereal, milk, fruit and yoghurt. Toast will not be served at this time.</p> <p>After School Club: Children will be served a snack.</p>
<b>15</b>	Staff Communication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each bubble must have a radio. Each radio will have a year group number on, which must be wiped down after each session. 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>

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<b>16</b>	Restrictions on access to school/setting by third parties (i.e. parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No parents/ carers to come into the building – including the entrance area, unless authorised to do so by the Headteacher and by prior appointment. All communication with school to be done via email or phone. There is a 'Drop-Off Box' situated outside the main office for any forms, letters etc.  A member of the Breakfast/ After School Club Team will sign in/ out children from the Club.
<b>17</b>	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"/>	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 in classrooms and across school. Tissues stocked in each Year Group Bubble and replenished. Each Bubble has a double bagged lidded pedal bin. Reminders to wash hands after every tissue use and disposal.
<b>18</b>	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each classroom has two lidded pedal bins. Bins to be emptied by cleaning staff every day, and if needed during the day by staff within each group.
<b>19</b>	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. External doors will not be kept open due to safeguarding.
<b>20</b>	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 SLT regularly, taking into account changes due to illness/self-isolation. School playground gates locked during After School Club. Internal security doors closed at all times.
<b>21</b>	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.
<b>22</b>	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.