



Arbor Academy Risk Assessment– Woodford Green Primary Holiday Club 21/07/2020 – 21/08/2020

- Risk Assessment and aims to host Holiday Club provision in line with current DFE and Government Guidance July 2020

Agreed signature of LGB Chair : **Susie Bryan**

Date: 15/07/2020

Agreed signature of Headteacher/HOS: **PJ Prince**

Date: 15/07/2020

Agreed on by the CEO/EP Maureen Okoye

Date: 15/07/2020

Agreed Trust Board signature of Chair: **Marcia Douet**

Date: 15/07/2020

General Covid-19 Risk Assessment Form for Re-opening of Schools –

		<p>✓ Toilets will be cleaned regularly (every hour) and a log with be kept.</p> <p><i>Parents and young people will be made aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.</i></p> <p><i>Children, young people, parents, carers or any visitors, must not enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection).</i></p> <p>Children on Vulnerable Register Parents of vulnerable children who will be attending holiday club will notify the school via telephone or email if their children are not attending and the reason why?</p> <p>Children with EHCP Plans All adults will have a copy of the EHCP plans for children attending holiday club to confirm resources and strategies for their support during the day. Social distancing must take priority with regard to this. Each child with an EHCP must have a personal risk assessment for the holiday club period.</p> <p><u>Communication to LGB/Trustees</u> Aim: to ensure that all LGB/Trustees are aware of our holiday club procedures. The risk assessment will be emailed to all LGB members.</p> <p><u>Communication to Third Parties and Contractors</u> Aim: to ensure that all third parties and Contractors are aware of our holiday club procedures.</p> <p>The school will inform suppliers/contractors that they cannot enter the education setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <ul style="list-style-type: none"> ○ Cleaners ○ Deliveries ○ Contractors <p>Where contractors are working on the school premises and inside the building, they will adhere to the social distancing rules, wearing of PPE and remaining in the areas where they are working. The Hall and Spare Classroom will be off limits to the contractors and they will not enter these areas. In other cases, where work is essential a separate risk assessment will be conducted and communicated for such operations.</p>	HT/EP/CEO	
Infection	Level	Infection control measures – What controls?	Who?	When?
	High	<u>Staff</u>		

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<p>controls to minimise the spread of the virus to adults and pupils</p>		<p>Aim: to safeguard staff</p> <p>PPE- mask, gloves, aprons are available to all staff working during holiday club. Additional PPE such as visors and goggles are available for Nursery staff.</p> <p>PPE will be used as outlined below:</p> <ul style="list-style-type: none"> • Children, whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. <p>Cleaning/Hygiene</p> <ul style="list-style-type: none"> • Wipe down boxes (includes antibacterial wipes and sanitising spray, cloth and gloves) will be included in the hall and spare classroom. Staff will check contents in the morning and afternoon and top up as and when needed • Cleaner on site from 6am – 12am daily, supported by the site supervisor 12pm – 4pm daily to ensure regular cleaning of contact points including hourly timetabled toilet cleaning times. • Staff to carry out regular hand washing before and after tasks 	<p>All staff</p> <p>First Aider</p>	<p>1/06/2020 and ongoing</p>
	<p>High</p>	<p>Pupils</p> <p>Whilst in school a First aider/Paediatric First Aider will always be on site. First aiders will wear full PPE gear when administering first aid. All treatment administered will be logged and parents will be advised accordingly</p> <p>To minimise contact with individuals who are unwell parents will be informed that if their children present with coronavirus symptoms, or who have someone in their household does, they should not attend club. They should arrange to have a test or isolate for 14 days.</p> <p>Regular hand washing routines will be in place.</p>	<p>HT & SLT notify parents</p> <p>First aider</p>	<p>Continuous</p>
	<p>High Medium</p>	<p>Parents</p> <ul style="list-style-type: none"> • Only one parent is allowed drop off and collect their child/ren. • Parents will not enter the playground. In the event that a parent needs to come on site, they will be given a mask and will follow the school's hygiene procedures. 	<p>All staff</p> <p>HT & SLT - rotas</p>	<p>Continuous</p>
	<p>Medium</p>	<p>Visitors</p> <ul style="list-style-type: none"> • All non-essential visits will not be completed. • Clear signage and distance markers will be 	<p>HT Admin./Rece</p>	<p>Continuous</p>

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		displayed and instructions given to ensure that all essential visitors follow the school's hygiene procedures- that is washing or sanitising their hands and wearing a mask.	ptionist	
Purchasing sufficient supplies	Medium	The school has purchased sufficient supplies of the below stock: <ul style="list-style-type: none"> • Hand wash for staff & pupils • Hand Towels • Hand sanitiser • Anti-bacterial wipes • Aprons • Disposable facial masks • Eye Protection 	HT SBM Finance Officer Caretaker	In progress Continuous
Deep cleaning of surfaces before re-opening and during opening	High Medium	Infection Control Measures: <ul style="list-style-type: none"> • Ensure the whole school is deep cleaned before pupils and staff returns. • Thorough cleaning of the school, particularly the hall space will be carried out every morning. • Cleaning company, <i>Sanitise My Space</i>, will complete a fogging and touch point sanitation of the school 2nd Friday evening. 	HT SBM Care taker Cleaners	Cleaning – May Half Term Deep cleaning- Weekly on Fridays
Cleaning of surfaces once opened.	Medium	Cleaning frequently touched surfaces (touch points) often using standard products, such as detergents and bleach. Wipes and disinfectant (in a spray bottle) are available for staff during the day, as and when required.	HT SBM Care taker Cleaners	Daily by cleaners
		Isolation Room		
	Medium	All pupils should be accompanied to and from First Aid with a member of staff. First Aid area will be in the main office. Temperature checks will be completed to ensure that the child going into first aid room does not have a temperature. All unrelated COVID illnesses will be treated in the First Aid area.	All staff members	Continuous
If a child or staff member becomes unwell at school	High	The spare classroom will be used as the designated isolation room for children who are exhibiting COVID symptoms. This room will be clearly labelled / signage will be in place. This will be deep cleaned after anyone leaves the room. Only 1 child will be allowed in the room at any given time while waiting to be collected. A first aider will take child to the isolation room. If any child or adult becomes unwell with a new, continuous cough, loss of taste or smell and/or a high temperature at school, they must be sent home. (The child must not return to school until a test has been carried out or they have isolated for 14 days, or carried out procedures recommended by the Track and Trace system). While the child is awaiting collection, they will be guided to the isolation room and with appropriate adult supervision if required. Staff will wear appropriate PPE gear when completing this task. If they need to go to the bathroom while waiting to be	HT & SLT to ensure: All first aid staff to be aware of the procedures All staff aware of procedures All parents are aware of procedures	Continuous HT & SLT to ensure: All staff and parents are aware of procedures

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		<p>collected, they should use the disabled toilet in the KS2 area. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else. This toilet will not be used at any other time.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, loss of taste and smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p> <p>Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Where staff are cleaning an area with potential contamination from an individual with suspected Covid, disposable gloves and disposable apron must be worn. Where there is visible contamination from body fluids, disposable masks must be worn.</p> <p>Ready supply of suitable antibacterial wipes, safe method of disposing of used wipes, regular hand washing, i.e. before and after tasks.</p>	<p>Caretaker</p> <p>HT & SLT / Admin Staff</p> <p>First Aid Staff</p> <p>Caretaker</p> <p>HT & SLT</p> <p>SBM</p>	<p>As required</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>Continuous</p> <p>Continuous</p>
<p>Cleaning and hygiene: In all education, settings, preventing the spread of coronavirus involves indirect transmission (via touching contaminated surfaces)</p>	<p>High Medium</p>	<p>Ensure that all staff and children complete the following:</p> <p>1. Frequently, wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning. This will be modelled to the children by staff working at holiday club.</p> <p>Toilet routines will be built into the timetable and will take place hourly. Cleaning of the toilets are timetabled after these slots, managed by the site supervisor and all day cleaner.</p> <p>Ad hoc use of toilets will be permitted. This will be monitored closely to reduce the risk of infection.</p> <p>Children/staff will wash their hands on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>2. Children/staff will be discouraged to touch their mouth, eyes and nose.</p> <p>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’).</p> <p>4. Toilet cleaning logs will be kept and monitored</p> <p>5. All equipment/ resources used will be sanitised</p>	<p>All staff members.</p> <p>Parents to be aware their children can bring in their own hand lotion/ hand sanitiser.</p> <p>Staff monitor ad hoc use of toilet and HT will monitor records</p>	<p>HT & SLT to ensure: All staff and parents are aware of procedures</p>

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		/disinfected after use. Toys /resources will be placed in a laundry basket and sterilised with <i>Milton</i> .		
In the event of confirmed case of coronavirus in a setting	High Medium	<p>When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to book a test.</p> <p>Where the child or staff member tests negative, they can return to the holiday club.</p> <p>Where the child, young person or staff member tests positive, the rest of holiday club will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.</p> <p>Advice will be taken from Public Health (Local and England) at tgis stage.</p> <p>Track and Trace As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p>	<p>HT & SLT to ensure:</p> <p>All staff to be aware of procedures</p> <p>All parents are aware of procedures</p> <p>Procedures to be available</p>	<p>HT & SLT to ensure:</p> <p>All staff and parents are aware of procedures</p>
Will staff and pupils attending holiday club be able to obtain a test?	High Medium	Anyone showing symptoms of Coronavirus can book a test in their local community. Education settings as employers can book tests through an online digital portal.	<p>HT & SLT to ensure:</p> <p>All staff to be aware of procedures</p>	<p>HT & SLT to ensure:</p> <p>All staff are aware of procedures</p>
Caretaker / Maintenance visits	High Medium	<p>Caretaker to wear PPE, gloves during maintenance visits.</p> <p>All staff to adhere to social distancing (at least 2 metres) where possible.</p> <p>All routine maintenance visits and statutory inspections should continue as far as practically possible, wherever this can be achieved, whilst adhering to all current social distancing guidelines. If works cannot be carried out safely then they should be suspended other than in an emergency. Any repairs to the outside of the building can proceed after they have been risk assessed.</p> <p>Asbestos register to be completed by caretaker.</p> <p>Operatives to practice social distancing (at least 2 metres) and make use of PPE where appropriate</p>	<p>HT & SLT</p> <p>Caretaker</p>	Continuous
Cleaning of surfaces once opened.	High Medium	<p>Cleaning frequently touched surfaces (touch points) often using standard products, such as detergents and bleach.</p> <p>Wipes are available for staff during the day, as and when</p>	<p>HT</p> <p>SBM</p> <p>Care taker</p>	Daily by cleaners

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		required. A cleaning timetable and log will be maintained by the caretaker and cleaner.	Cleaners	
	High Medium	Telephones and computer keyboards wiped with bacterial cleaner or cleaned with sanitising spray daily if in use.	Care taker Cleaners	Daily
	High Medium	Clean surfaces that children and young people are touching, such as the tables in the hall. Storage boxes containing cleaning materials will be in a designated area in the hall. Staff will check that it is fully stocked.	Classroom staff	Daily
	High Medium	Ensure that bins for tissues and hand towels are emptied at the end of day.	Care taker Cleaners	Daily
	Medium	Ensure that all the windows in the hall are open each morning to allow for maximum ventilation. Playground space and the canopy area can also be used when completing certain activities.	Classroom staff	Daily
		Social Distancing		
Social distancing measures	High	<p>Staff</p> <ul style="list-style-type: none"> To only use the hall and playground space for holiday club provision Staff room to be occupied by a maximum of 3 members of staff at any given time. Office is only used to telephone parents – one staff member per week. Children will only enter the office where first aid needs to be administered. Adhere to social distancing (at least 2 metres) where possible. <p>Follow signage around the school:</p> <ul style="list-style-type: none"> On entry to the school gate. On the playground when lining up Inside the building on the floor <p>Following individual risk assessment risk assessment by age, gender, BAME.....</p> <p>Pupils</p> <ul style="list-style-type: none"> Playground marked for social bubble line up Follow signs around the school both inside and outside of the building. Social stories shared with identified pupils to help them understand social distancing and procedures Modelling by staff to remind children of social distancing and hygiene regimes (handwashing) <p>Parents</p> <ul style="list-style-type: none"> Parents drop off children by the gate and collect them from the gate. As far as possible, no parents will visit the school If a visit has to take place, the parent has to sanitise their hands thoroughly before entering the 		

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		<p>building and only 1 parent will be allowed to enter the school office at any given time. Appropriate PPE e.g. mask must be worn.</p> <ul style="list-style-type: none"> • 		
PUPILS AT SCHOOL				
Fire Drills/emergency procedure	High Medium	<p>Staff will lead their 'group' through the fire drill procedures for the hall. The caretaker will set the alarm for the fire drill.</p> <p>The group will gather in KS2 Zone on the playground. Staff will carry out the roll call. The caretaker will record the time and any relevant information and send this to the HT.</p> <p>Fire drills will be completed once per week between the 21st July and the 21st August.</p>	HT & SLT All staff	Continuous
Planning for pupils	High Medium	<p>Number of staffing - rota</p> <p>The school will ensure adequate child to adult ratios with at least 2 staff members on site at any one time.</p>	HT & SLT	Continuous
Vulnerable children	High Medium	<p>EHCP children will continue to receive appropriate support when attending holiday club. The staff will have a copy of the relevant EHCP as well as a risk assessment for each child.</p>	HT SENDCO	Continuous
Extreme behaviour	High Medium	<p>Any pupils displaying behaviour that endanger themselves, other children or staff will have a personal risk assessment. A member of staff will alert SLT to the need for this.</p> <p>If behaviour persists, the parents will be called to discuss alternative arrangements.</p> <p>A behaviour log will be kept throughout holiday club. A risk assessment will be completed for children in the SEMH (Social Emotional and Mental Health) category</p>	HT & SLT SENDCO	Continuous
Drop off and collection of pupils	High Medium	<p>There will be a set time for arrival at school for holiday club 08:50 – 09:00am.</p> <p>There will be a set time for dismissal from holiday club 2:50pm – 3:00pm</p> <p>This will be communicated to all parents of children attending holiday club.</p> <p>Parents will follow the social distancing markers on the school driveway when they drop off and pick up the children.</p> <p>Parents will not enter the school grounds (unless absolutely necessary and through pre-appointment) and pupils will enter and leave the school grounds independently, guided by staff.</p> <p>If parents are consistently late collecting children at the end of the day, they will be asked to refrain from using our</p>	HT & SLT HT & SLT to ensure: All staff and parents are aware of procedures	Continuous

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		provision.		
Uniform	High Medium	The school will recommend to parents that good practice for hygiene and washing then wearing fresh clothes every day would reduce the transmission of infection.	HT & SLT to ensure: All parents are aware of procedures	Prior to wider return
Classrooms	High Medium	The holiday club does not exceed 15 children. Children will sit at tables spaced out in the hall and will not face each other across tables whilst accessing activities. Mats will also be used on the floor, which will be disinfected every evening and morning. Staff will ensure that children are appropriately spaced when using floor space and that they do not face each other.	HT & SLT to ensure: Holiday Club staff and parents are aware of procedures	Prior to wider return
	High Medium	The use of staff rooms. Only 3 staff members are allowed in the staff room at any given time. Social distancing must be observed all the time. No shared cups, cutlery and plates. Staff to use own thermos cup. Fridges, microwave, milk and tea/coffee are available for the staff to use at their own discretion.	HT & SLT Holiday Club staff	
Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout).	High Medium	Children will not share any equipment. Each child will have their own resource pack - zipped lock bag with whiteboard, whiteboard pen, pencil and, if appropriate, pen. This resource pack is kept on the child's table. Shared materials and surfaces should be cleaned and disinfected frequently, throughout the day. Pupils bring in their own named water bottles, Remove unnecessary items from the hall environment where there is space to store it elsewhere.	HT & SLT Holiday Club Staff Inform	HT & SLT to ensure: All Holiday Club Staff and parents are aware of procedures
	High Medium	Children will not be allowed carry in things from home. Children must not bring in devices from home such as tablets, phones, portable digital games, etc. Children must also not bring any toys into school.	HT & SLT Staff members	HT & SLT to ensure: All Holiday Club staff and parents are aware of procedures
Reduce the use of shared resources/sharing of equipment				

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Use of outside space:	High Medium	Outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. Consider which holiday club activities could take place outdoors.	HT & SLT Staff members	HT & SLT to ensure: All Holiday Club staff and parents are aware of procedures
	High Medium	Outdoor equipment – Nursery playground and the Forest Area must not be used	HT & SLT Staff members	
Use of Water Fountain	High Medium	Water fountains are disconnected from the mains and will not be used. Pupils to bring in their own water bottles.	Caretaker	Before reopening