



COVID-19 Risk Assessment & Recommended Controls (September 2020 Breakfast Club)

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This version was:	Date
Shared with governors	14 Sept 20
Shared with staff	14 Sept 20

- To be updated as necessary
- This document should be read in conjunction with the School Reopening Plan

Severity	Likelihood	Risk Factor	Level of Risk
5=Death, disablement	5=Certain, imminent	12 - 25	May be considered as high risk and may require provision of considerable resources. This could involve training, appropriate equipment, high levels of supervision, and consideration of the most effective methods of eliminating or controlling hazards.
4=Major injury	4=Very likely		May be considered as significant risk and will require an appropriate level of resources.
3=Incapacity	3=Likely	5-12	May be considered as low risk; however actions should still be taken to attempt to reduce these risks further to an acceptable level if possible.
2=Pain	2=Unlikely		
1=Discomfort	1=Very unlikely	1-5	

Risk Assessment Factor

To determine the risk factor for each hazard, multiply the severity number by the likelihood number. This produces a number on a scale of 1 to 25. The numbers provide only an indication of priority and extent of risk, the higher the number the greater the priority and risk and therefore the more resources which may be necessary to control the risk.

The following is only guidance. The key principle to work to is identifying risks and calculating the 'Risk Factor' (BEFORE), identifying and implementing measures to reduce these risks, then reassessing the risk factor (AFTER) before deciding whether the level of risk is acceptable.

IMPORTANT

This method only provides an indication of risk and is based upon subjective judgement therefore, employers must ensure to their satisfaction that the risk assessment and the actions taken to remove or avert the hazards identified are adequate.

Identified risk	Person(s) at risk	Risk Level Before Control 1-5 (Before)			Control measures	Risk Level After Control 1-5 (After)			Responsibility & Date
		Severity	Likelihood	Total		Severity	Likelihood	Total	
Awareness to procedures and risk	Staff and pupils	4	4	16	<ul style="list-style-type: none"> Safeguarding and health and safety procedures have been reviewed and updated where needed in light of the <u>COVID-19 advice</u>. Updated procedures have been shared with relevant staff; Staff made aware of the school's infection control procedures in relation to coronavirus; The school keeps up-to-date with advice issued by local authority and Welsh Government; Risk assessment made available to parents on school website from 10 Sept 20. Parents to be asked to take their child's temperature prior to school if they are concerned about symptoms of COVID-19 and not send them to school if they have a temperature or any other symptoms. Pupils made aware of rules for staying safe in school and what to do if they feel unwell. Letter to all pupils from HT 7th Sept; Any cases of illness, including COVID-19 are to be treated with confidentiality. 	4	2	8	Breakfast Club Staff
<u>Welsh Government Key Principle 1</u> Contact with individuals who are unwell	Staff and pupils	4	4	16	<ul style="list-style-type: none"> Under no circumstances should learners or staff attend schools/setting if they: <ul style="list-style-type: none"> a. feel unwell, have any of the four identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 10 days b. live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days. Those showing symptoms should be kept separate in the Rainforest Room until they can be collected and taken home. Clinical advice is available online at 111 Wales (or by calling 111). Surfaces that learners or staff with symptoms have come into contact with should be carefully and thoroughly cleaned. Anyone displaying symptoms of COVID-19 should stay at home and begin to self isolate for 10 days while making arrangements to be tested. If the test result is negative the individual with symptoms will not be required to complete the full 10 days self-isolation period. Anyone who lives with someone displaying COVID-19 symptoms, or is in an extended household arrangement with someone displaying symptoms must stay at home for 14 days from the day the first person became ill or until the outcome of the COVID-19 test is known. 	4	2	8	Breakfast Club Staff

					<ul style="list-style-type: none"> • Staff should of course be vigilant for changes to learners' temperatures and signs of fever. 				
<u>Welsh Government</u> <u>Key Principle 2</u> Clean hands thoroughly more often than usual.	Staff and pupils	4	4	16	<ul style="list-style-type: none"> • COVID-19 is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Children must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Handwashing facilities are available and allocated to each class. Handwashing is promoted above using sanitiser. • Handwashing signage is provided adjacent to each basin; Week 1 learning includes explicit messages and practices. • Hand sanitiser (that contains no less than 60 percent alcohol) is available at school front door (contents are checked daily), as well as on playgrounds to use by all on entering and leaving the site. • All adults and pupils are expected to: <ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly; • clean their hands on arrival at school, before and after eating, and after sneezing or coughing; • avoid touching their mouth, eyes and nose • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Ensure support is available for children who have trouble cleaning their hands independently e.g. Foundation Phase and ALN pupils; • Pupils sanitise their hands on entry to the building (through the front door), eat breakfast then after breakfast they leave the hall and go outdoors. They sanitise their hands again as they exit the building. • Sufficient amounts of hand sanitiser and waste disposal bins are supplied in all toilets and handwashing areas; 	4	2	8	Breakfast Club Staff
<u>Welsh Government</u> <u>Key Principle 3</u> Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Staff and pupils	4	4	16	<ul style="list-style-type: none"> • The 'catch it, bin it, kill it' approach continues to be very important. • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units; • Pupils must sanitise their hands after they have coughed or sneezed; • All tissues and wipes used are to be disposed of in the appropriate way, as per normal practice. 	4	2	8	Breakfast Club Staff
<u>Welsh Government</u> <u>Key Principle 4</u> Increased cleaning, including cleaning frequently touched surfaces often using	Staff and pupils	4	4	16	<ul style="list-style-type: none"> • High touch surfaces that children and adults touch will be cleaned using Virusafe by Breakfast Club staff at the end of the session each day. • Plates, cups and cutlery used will be passed into the kitchen where it will be washed by catering staff. 	4	2	8	Breakfast Club Staff

standard products, such as detergents and bleach.					<ul style="list-style-type: none"> • All food will be served from a table in the hall, which is wiped clean beforehand and afterwards. Breakfast Club staff will not use or enter the school kitchen. • Children must not use virucidal sprays and these must be kept in a locked place and used with blue towels. 				
<u>Welsh Government Key Principle 5</u> Minimise contact between individuals and maintain social distancing wherever possible.	Staff and pupils	4	4	16	<ul style="list-style-type: none"> • The latest guidance on implementing protective measures in educational settings is made available to staff so that it is followed at all times; • Children will enter the building via the front door where they will sanitise their hands, be registered in the foyer, then enter the hall and walk to their class table. A central walkway will facilitate distancing from other classes. • Children will not socially distance between each other but must maintain the nationally recommended distance with adults. • Breakfast Club provision will be split into two parts, eating (indoors) and exercise (outdoors). All children will enter the building and go to their allocated class table where they will be served breakfast by adults. Classes will not mix. Afterwards they will immediately leave the hall and go to a playground area designated for their year group. Outdoor, children will mix in year groups. • Children eat on separate class tables and then move outdoors where they mix as a year group. If numbers are small and manageable we will consider maintaining class groups at tables rather than mixing classes in a year group outdoors. • After eating breakfast, children will leave hall and go outdoors and sanitise hands as they exit. • Unnecessary items are removed from the hall. • Staff will be allocated tables to serve • Toilet access will be in the foyer lavatory. • The hall fire door will be open throughout to ensure natural ventilation. In hotter weather the windows will also be opened. 	4	2	8	Breakfast Club Staff
III Health	Staff and pupils	4	4	16	<ul style="list-style-type: none"> • Staff, pupils, parents/carers to be informed of the symptoms of possible coronavirus infection, e.g. a new dry continuous cough, difficulty in breathing, high temperature, loss of taste/smell and are kept up-to-date with national guidance about the symptoms and guidance in relation to 'stay at home'; • Any pupil who displays signs of being unwell is immediately referred to the Headteacher or designated member of staff. While waiting to be collected, children will be supervised in the designated quarantine room (Rainforest Room) which is opposite the office to ensure social distancing is maintained; • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe; • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen; • A record of any COVID 19 symptoms in staff or pupils to be reported to the LA; 	4	2	8	Breakfast Club Staff

					<ul style="list-style-type: none"> The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff and asked to collect them immediately and, if displaying one or more COVID symptoms, will be advised to book a COVID test (available on school website); 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 the visitors' toilet in the main entrance foyer - this will not then be used by any other child until deep cleaned once pupil has left the school building; Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's policy; If a member of staff displays symptoms of COVID-19. They will report to Headteacher and follow <u>advice</u> given; If a member of staff or child receives a positive test for COVID-19, the TTP team will be in touch to determine who is a contact and needs to self-isolate – it may not be the whole class. Parents and carers must be available for collecting poorly pupils and contact information must be kept up to date; Staff to access antibody testing as soon as it becomes available. Where pupils require first aid, staff members must wear appropriate personal protective equipment (gloves; face mask; face-shield) whilst administering treatment; Any staff who administer first aid or direct contact with pupils must immediately wash hands and avoid contact with face until hygiene practices have been observed; 				
Spread of infection	Staff and pupils	4	4	16	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately and disposed of in line with the guidance; staff use PPE as appropriate. Waste bag will be isolated for 72 hours before being disposed of with usual waste. Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus; Children who have displayed symptoms of coronavirus AND have tested positive must self-isolate for 14 days before returning to school once they have been tested for COVID-19. Children or staff who have tested negative may return to school immediately if they are well. 	4	2	8	Breakfast Club Staff
Management of infectious diseases	Staff and pupils	4	4	16	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with Public Health Wales guidelines; Children will wear school uniform and parents have been asked to clean it as often as they are able to. Staff are vigilant and report concerns about a pupil's symptoms to the Headteacher, where appropriate equipment, such as digital thermometers are available to assess; 	4	2	8	Breakfast Club Staff

					<ul style="list-style-type: none"> Staff apply consistency in its approach to the management of suspected and confirmed cases of coronavirus; The Headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus; PPE will be available in the office for first aid staff to treat routine minor bumps and scrapes. 				
Emergencies	Staff and pupils	4	4	16	<ul style="list-style-type: none"> Suitably trained first aiders ; Provisions are 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 pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required; Pupils, parents/carers are contacted as soon as practicable in the event of an emergency; Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. 	4	2	8	Breakfast Club Staff
Poor Behaviour	Staff and pupils	4	4	16	<ul style="list-style-type: none"> School to consider the impact of poor behaviour; bullying, or abuse of another child or a member of staff, and are clear with parents/carers on action to take in response to this; Pupils taught and reminded about hygiene and safe distancing from staff - risk assessments will be carried out on pupils whose behaviour puts staff and other pupils at risk of COVID 19; Parents will be asked to support their pupils with behaviour expectations; Adequate supervision levels in place to support staff; 	4	2	8	Breakfast Club Staff