



Health and Safety Risk Assessment - *Breakfast and After School Clubs under Covid-19 restrictions from September 2020*

School	Edison Primary School	Assessment No.	1
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Subject of Assessment	Breakfast Club/After School Club with Covid-19 related control measures starting from September 2020.
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Assessed by	Amrit Dokal, Hardeep Rupra, Neil Scarrott	Date	1st September 2020	Review date	28th September 2020
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Details of workplace/activity	Children attend breakfast and after school club up to five days per week in term time only under the revised school operations with Covid-19 control measures.	Persons Affected <i>(Who may be harmed)</i>
		Employees, Pupils, parents/carers dropping children off.

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.	<ul style="list-style-type: none"> The school has informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); Parents receive guidance on breakfast club and after school club times for their child and protocols set out for attending the school Parents are issued specific school protocols for school club attendance for them to explain to 	Low	



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		<p>their children and reinforce them;</p> <ul style="list-style-type: none"> • Employees have had sufficient training and briefing regarding infection control and school protocols for club sessions; • COVID-19 guidelines are published in the school's website • Children will be placed in groups to reduce the risk of infection. • Active involvement with the NHS Track and Trace system will be in place, the Local Health Protection Team (HPT) details are recorded with club activity documentation • All club activity places will be pre-booked and the details of each child with relevant contact information will be retained in suitable records to assist with the NHS Track and Trace system if required 		
2.	Spread/contraction of COVID-19 due to lack of social distancing measures, poor hygiene controls	<ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents; All pupils to be dropped and collected from school office. • Parents are reminded to leave the site promptly once their children have entered the building; • Only one parent/guardian per child is permitted on site; • If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent. They 	Low	



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		<p>age of 5 years or mixed groups of over & under 5 years old will consist of no more than 15 children and at least one staff member with social distancing where possible</p> <ul style="list-style-type: none"> • Parents and carers will be encouraged to limit the number of different settings their child attends • Equipment is more frequently cleaned • Cutlery, plates, cups and similar equipment should be used once before being collected for washing • Soft furnishings and displays have been reduced to improve cleaning 		
3.	Rooms used for breakfast and after school club not suitable for activity, resulting in overcrowding	<ul style="list-style-type: none"> • Rooms used by the breakfast club suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc. • Space allocated provides sufficient area for spacing of groups and activities • Social distancing is maintained between staff as far as is possible • Increased ventilation from open windows and mechanical ventilation using fresh air is provided 	Low	
4.	Inadequate supervision of activities or activities not suitable for students.	<ul style="list-style-type: none"> • Supervision ratios are appropriate for the number of children and the activities (taking into account staff absenteeism / holidays / sickness) 	Low	
5.	Use of knives and equipment	<ul style="list-style-type: none"> • Only staff are permitted to use knives (These are 	Low	



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		<p>kept out of children’s reach) and equipment. The school has a reporting system for defects</p> <ul style="list-style-type: none"> • Staff have been trained in the correct use of knives and equipment • Equipment, such as knives and higher risk equipment, is counted out and back in at the end of each club 		
6.	Allergies and intolerances to specific foods, resulting in potential for allergic reactions.	<ul style="list-style-type: none"> • Arrangements are in place for club staff to receive adequate information from parents / school relating to the pupils attending the club, i.e. pupil medical, dietary, behavioral or other special needs, i.e. allergies • Staff that handles food are trained in food allergies and food safety 	Low	
7.	First Aid and Emergencies – risk of choking etc	<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed – see other ‘First Aid Needs assessment – COVID-19 • The FA assessment takes into account numbers and ages of pupils, number and training of employees • This information forms the decision on what activities and groups can safely be managed within the school • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision) • All club staff are familiar with the fire evacuation procedures for the premises, i.e. sound of the 	Low	



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		<p>alarm, location of exit doors, location of fire assembly point, responsibility for contacting the emergency services, etc.</p> <ul style="list-style-type: none"> • Fire drills are carried out • Sufficient numbers of club staff have been trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc and refresher training is provided • A suitable number of First Aid kits are provided in the rooms which are used • There is a policy for the administration of medication and club staff are familiar with this. • Parental consent is obtained prior to medication being administered to pupils • There is a robust system for recording, and reporting to parents, all medication administered • Children are seated when eating and drinking • The school has a specific room/area dedicated for suspected cases of COVID-19 • Where an individual exhibits COVID-19 symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate • Staff escorting the individual will be provided with disposable gloves and apron if the 2-meter social distancing rule cannot be maintained 		



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		<p>non-aerosol-generating-procedures</p> <ul style="list-style-type: none"> • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room is cleaned frequently and after each use (when first aid care has been provided) • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. 		
8.	Electrical hazards, giving rise to potential for fire, shock, burns etc	<ul style="list-style-type: none"> • Arrangements are in place for portable electrical appliances to be PAT tested on a regular basis • There are sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical • Staff visually inspect portable electrical items for evidence of cable damage / crushing, plug damage, etc. prior to use • Fire extinguishers are provided within the room and staff trained in their use • Cooking or toasting equipment is unplugged after use 	Low	



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9.	Use of Gas appliances, giving rise to fire, carbon monoxide etc	<ul style="list-style-type: none"> Gas appliances are maintained on an annual basis and documents kept Adequate ventilation provided within the room Staff trained on the use of fire extinguishers Fire drills are conducted with staff and pupils who attend the club 	Low	
10.	Slips, trips and falls	<ul style="list-style-type: none"> Staff carry out checks of the room prior to use Children's bags and other school items are stowed away and not left in gangways All spillages are cleaned up promptly There is a formal system for reporting health and safety defects Sufficient lighting is provided 	Low	
11.	Food safety and use of chemicals	<ul style="list-style-type: none"> Staff responsible for preparing or handling foods have appropriate food safety knowledge / food hygiene training There are suitable arrangements in place for the storage of club food, including chilled / perishable foods Temperature records are maintained daily Only food grade cleaning chemicals are used within the room by staff. Access to chemicals by children is restricted Staff trained in safe and correct use – dilution, mixing, suitability. Personal protective clothing provided – household/disposable gloves and 	Low	



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		aprons <ul style="list-style-type: none"> Waste is stored correctly and is regularly removed 		
12.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitiser is in place All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately Material safety data sheets are held for all chemicals and readily available to all staff All cleaning chemicals are stored safely and securely in accordance with requirements COSHH safety training has been completed by all those using chemicals for cleaning Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment 	Low	