

Early Birds Breakfast Club & Kites After School Club - Extended school provision - COVID-19

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
<p>Arriving to Early Birds Breakfast Club (EBBC)</p> <p>Leaving Kites Club (KC)</p>	Children Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Introduce new entry & exit system through the staff gates. ● Parents are not to enter the school site and should maintain a social distance from staff and other parents. ● On arrival, parents should ring the doorbell and wait for a member of staff ● Staff member at the gate should wear a face covering/ visor and gloves at their discretion. ● Children to enter the hall via the side hall doors ● Once they have put their belongings on their chair they should have their temp checked and wash their hands with soap and water ● Ensure that all children are registered ● When leaving Kites Club, the member of staff on gate duty will use the walkie talkie to radio through the names of the children being collected. ● Children should exit with all their belongings via the hall side doors. 	Low	✓	
Staff receiving / sending a child from/ to a parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Staff receiving children to consider wearing a face covering and gloves at their discretion. ● Staff will direct children to wash their hands with soap and water (member of staff will supervise). 	Low	✓	
Breakfast Club / Kites Club set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Where possible the hall must be set up maintain pod tables that the children will be in within school. ● Children will be provided with their own pencil case of resources that can be used in each session. These resources must not be shared or used by anyone else. ● The children can use equipment within their pod table if they sanitise hands before and after use, and the equipment is cleaned or rested for 72hrs after the session ● No sharing of resources between pod groups within a session. ● Children should not sit facing each other. ● Children should stay in the same seats all session if possible. ● Supervising adults should stay 1 meter plus apart at all times. ● Tissues will be available for each group of children to use when coughing or sneezing and they must go into a bin after one use. ● Where children may require extra assistance using PPE gear/staff discretion of risk should be used. 	Med	✓	

Children requiring using the toilet during EBBC or KC	Children Staff	Infection Control	<ul style="list-style-type: none"> ● Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the hall use the hand sanitiser on entering the hall. ● Hands should be washed at least once every hour. ● Children should only use the children's toilet in the hall. Where possible they should use their pod toilets (Woodland & Osprey in the main school building). 	Low	✓	
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries. ● Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. ● Ensure records of injury and treatment are recorded and who administered first aid treatment. ● Always wash hands after contact 	Med	✓	
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● In the event of a serious injury or incident call 999 immediately. ● Wear face covering and gloves when in close contact or dealing with bodily fluids ● In the event of CPR being required it is advised: <ul style="list-style-type: none"> - only chest compressions are given for an adult - rescue breaths and chest compressions should still be used for a child - use of a defibrillator if available (nearest one is located in the phone box near the common). ● Always wash hands after contact 	Med	✓	
First Aid & Medication	Staff Children Others	First Aid Procedures	<ul style="list-style-type: none"> ● First Aiders must always wear gloves when administering first aid procedures. ● It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) ● Any dressings used to be double bagged. ● Where any medications are administered try and encourage the children to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 	Med	✓	
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> ● When staff are carrying out any intimate care they must: <ul style="list-style-type: none"> ● Wear Gloves ● Wear an apron ● Wear a mask ● Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) ● Soiled clothes to be double bagged and given to Parents on collection of child. ● Staff must wash their hands once gloves and masks are removed ● Record all intimate care carried out. 	Med	✓	

Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, consider wearing a face covering. • Wash hands after contact 	Med	✓	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • Where possible allow child to be outside 	Med	✓	
Refreshments for children Infection Control	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Children will sit in their given seats on their pod table. • Where possible children from different families must not sit directly facing each other. • Wear gloves when preparing any food • Ensure the kitchen surfaces have been wiped down with a mild disinfectant before and after preparing snacks and drinks. • When clearing up ensure gloves are worn when picking up / disposing of leftover food. • Wash all utensils in hot soapy water. 	Med	✓	
Spread of infection	Staff Children Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to Coronavirus. • Staff and children do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of children who are vulnerable to infections. • Any additional provisions for children who are vulnerable to infections are put in place by the Headteacher, in liaison with the children's parents where necessary. 	Med	✓	
Emergencies	Staff Children	Infection Control	<ul style="list-style-type: none"> • All staff and children' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Children' parents are contacted as soon as practicable in the event of an emergency. • Staff and children' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Med	✓	

<p>Poor hygiene practice</p>	<p>Staff Children Others</p>	<p>Ill Health</p>	<ul style="list-style-type: none"> ● Posters are displayed throughout the school reminding children, staff and visitors to wash their hands, e.g. before entering and leaving the school. ● Children, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. ● Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. ● Children may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. ● Children are forbidden from sharing cutlery, cups or food. ● All cutlery and cups are thoroughly cleaned before and after use. ● Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. ● A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 	<p>Med</p>	<p>✓</p>	
<p>Ill health</p>	<p>Staff Children Others</p>	<p>Coronavirus Symptoms</p>	<ul style="list-style-type: none"> ● Staff are informed of the symptoms of possible Coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. ● Any children or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the hall and placed in an area where they will not come into contact with others and are supervised at all times. ● Staff supervising this child will need to wear full PPE, this is found on the piano in the hall. ● All staff and children to engage with the governments track and trace protocol. ● The relevant member of staff calls for emergency assistance immediately if the child's symptoms worsen. ● The parents of unwell children are informed as soon as possible of the situation by a relevant member of staff. ● Where contact with a children's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. ● Unwell children who are waiting to go home are kept on the decking where possible or in the library where they can be at least two metres away from others. ● Areas used by unwell staff and children who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. ● If unwell children and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. 	<p>Med</p>	<p>✓</p>	

			<ul style="list-style-type: none"> Any children who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the children becomes seriously ill or their life is at risk. Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering & Managing Medicines Policy. 			
Poor management of infectious diseases	Staff Children Others	Lack of infection control	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a children or staff member has been sent home with suspected Coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a child's symptoms to the Headteacher as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by parents when children return to school after having coronavirus – the school informs the relevant staff. Staff inform the Headteacher when they plan to return to work after having coronavirus. A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Med	✓	
Lack of communication	Children Staff Parents Others	Infection Control	<ul style="list-style-type: none"> Staff should immediately report any cases of suspected coronavirus, even if they are unsure to the Headteacher. The Headteacher follows the advice given and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised. Schools keep staff, children and parents adequately updated about any changes to infection control procedures as necessary. All staff and children to engage with the government track and trace protocol. 			
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> All door handles All tables and chairs used by staff and children Toilet flushes and regular cleaning of toilets. All classrooms, shared spaces and hall to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Cleaning rotas must be completed, signed and dated. Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lidded bin. 	Med	✓	

Contractors in school	Staff Children	Health & Safety Infection Control	<ul style="list-style-type: none"> • Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. • Records of all school visitors along with a mobile telephone number must be kept for a period of at least 21 days. • Control measures regarding the Coronavirus must be included within their RAMs. • School to ensure no children or staff are in the area where contractors are working. • Contractors will be designated a toilet they can use whilst on site. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • If they become aware of a contractor coming down with symptoms within 14 days of being at the school, they must inform the school immediately. 	Low	✓	
Visitors in school	Staff Children Others	Health & Safety Infection Control	<ul style="list-style-type: none"> • We are currently not allowing visitors onto the school site, except in the event of an emergency (medical/ safeguarding) • Exceptions will be made for non-emergency safeguarding/ medical reasons, however, all visitors to the school site are by appointment only, except for in the event of an emergency. • All visitors will be required to wear a face mask at all times • All visitors will be required to record their name, address and contact number which will be kept securely for 21 days • Visitors will be required to apply hand sanitiser on arrival and exit • Unfortunately, we are unable to provide toileting facilities for visitors at this time 	Med	Yes	
Emergencies	Staff Children	Infection Control	<ul style="list-style-type: none"> • All staff and children's emergency contact details are up-to-date, including alternative emergency contact details, where required. • Children's parents are contacted as soon as practicable in the event of an emergency. • Staff and children's alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Low	✓	

Coronavirus – Covid-19 Symptoms

- High temperature – 37.8
- New continuous cough
- Loss of sense of smell or taste