

Red Oaks Primary School- Breakfast Early Bird club opening

Risk assessment for: Opening Breakfast club after a full small term of the school being fully open due to Covid 19

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Please read carefully. If at any time, the headteacher and/or Governors feel that it is not safe to keep Breakfast club open then parents will be informed immediately.

Item, place or circumstance to be risk assessed	Risk rating (before measures)	Actions taken to minimise risks	Risk rating (after action taken)	Person responsible
Whole school environment				
Distancing in corridors when taking children to classrooms	Med	2m distancing tape to be adhered to on floor. Breakfast staff will walk children to their classrooms at 8:30 (maximum of 5 bubbles) and 8:45 (maximum of 5 bubbles). Bubbles will keep their distance- washing their hands as soon as they arrive in the classroom.	Low	Breakfast staff All pupils
Taking Registers	Low	Children will be marked on the register when they arrive at the hall doors in the morning. Booking will be limited to 4 children per bubble.	Low	Breakfast staff Michele
Hall				
Hall activity arrangements	High	Children will sanitize their hands on entry and exit of the hall. All children will have an allocated 'bubble mat/table' with their class name/year group. All children will stay in the same bubbles as	Med	Breakfast staff Pupils

		<p>their year groups.</p> <p>Bubble mats/tables will be spaced at least 2m apart from each other.</p> <p>If for any reason children mix (for example in an emergency situation) this will be recorded in the Breakfast register for track and trace purposes and the Head teacher will be notified.</p> <p>Children will be told to put their hand up if they need an adult and not to leave their bubble mat/table unless escorted by an adult.</p>		
Ventilation	High	<p>The hall will have all internal doors and windows open for ventilation as much as possible.</p> <p>Air conditioning and fans will not be used.</p>	Med/Low	All Breakfast staff
Toileting	Med	<p>Parents will be asked to toilet their children before they arrive.</p> <p>Reception bubble to use the Music room toilet.</p> <p>Year 1 bubble to use the Intervention room toilet.</p> <p>These are the closet to the hall as these children will need to go more frequently. They will always be escorted by staff.</p> <p>Y2-Y6- to use the disabled toilet- this will be cleaned after use.</p>	Low	All Breakfast staff
Personal belongings	Med	All personal belongings will be kept next to the individual bubble stations.	Low	All Breakfast staff Pupils
Equipment	High	Ipads will be allocated to bubbles- these	Med	All Breakfast staff

		will be wiped down with anti-bac after use.		
Food	Med	<p>Breakfast will be provided for children. This will be in individual packs and served by a member of staff wearing gloves and mask/visor. When bowls/ cups are used they will be placed straight into the dishwasher and the dishwasher will be put on even if not full.</p> <p>Children will use wipes to wipe their hands after eating and sanitise if required.</p>	Low	All Breakfast staff
Parents and carers				
Drop off congestion	High	<p>Only one parent will be permitted to drop off their child.</p> <p>2m distancing tape will indicate where parents can stand to wait. Other siblings where necessary may also be present.</p> <p>Parents/carers must leave the premises promptly and must not stand talking to others (even at a distance) after drop off or collection on the school site.</p> <p>Parents/carers park ONLY in allocated bays and do not use the disabled bays unless they are a badge holder.</p> <p>Children are dropped off up at different times which will ease congestion.</p> <p>Parents must wear face coverings when dropping off/picking up.</p>	Low	<p>Parents</p> <p>Pupils</p>

Parent contact details in case of emergency	Med	Parents will be frequently reminded to ensure primary and secondary contact details are up to date and registered with the school office.	Low	Parents Michele
Hygiene, first aid and health and safety				
Children and adults requiring first aid	High	<p>There will be a designated area at the front of the hall for administering first aid. Those administering first aid will wear surgical gloves and masks and aprons which will be provided.</p> <p>Any person showing symptoms of coronavirus will be taken to the 'Goldfish bowl' until they can be collected by a parent.</p> <p>This area will be cleaned thoroughly daily and as appropriate after use.</p> <p>Guidance states that if there is a suspected case then the child or adult needs to be sent home to isolate until the child/adult is tested. They must inform the school as soon as the result is given. Anyone who has been in contact with someone who tests positive must self-isolate for 14 days.</p> <p>If schools have 2 or more confirmed cases within 14 days or an overall rise in sickness absence where Coronavirus is suspected, the school will work with their local health</p>	Med	<p>Pupils</p> <p>Breakfast staff, pupils, parents</p> <p>Local Health Protection Team</p>

		<p>protection team who will be able to advise if additional action is required.</p> <p>This is from the NHS website: It suggests we call parents to collect if any of these apply.</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough – this means coughing a lot, for more than an hour • has other signs of illness, such as a rash, as well as a high temperature (fever) • does not want to eat, or is not their usual self and you're worried • is dehydrated – for example sunken eyes, and no tears when they're crying • Anosmia – loss of sense of taste or smell <p>We will have to assess on a case by case basis.</p> <p>The school is fully committed to the 'Track and Trace' system and will co-operate with any information requests.</p>		
Cleaning	High	<p>The building has been deep cleaned prior to return to school in September. An enhanced cleaning schedule has been agreed.</p>	Med/Low	<p>Cleaners</p> <p>All staff</p>

		Anti-bacterial spray, available. Breakfast staff will have access to the 'industrial spray cleaner' to clean down all mats and equipment at the end of the session.		All pupils
Handwashing	High	Children will be encouraged to wash hands thoroughly and where possible/appropriate in the presence of an adult. Frequent reminder of what good handwashing is. All children and staff must use the hand sanitiser when entering and exiting the hall.	Low	All pupils All staff
Fire evacuation	Med/Low	In the event of a fire alarm, children and staff will leave the hall through the fire exit doors. Where possible the bubbles will remain at a distance of at least 1m while walking. The fire point is the MUGA where registers will be checked. Breakfast staff will take the register out with them onto the MUGA. If any staff are with children near the toilets then they are to leave via the closest door and assemble on the MUGA. They must not return to the building until a member of Pinnacle has instructed that it is safe to do so.	Low	All pupils All Breakfast staff
Tiers of restriction and school response plan				

Tiers of restrictions

Tier 1 –

The default position for areas in national government intervention is that education and childcare settings will remain open. An area moving into national intervention with restrictions short of education and childcare closure is described as ‘tier 1’.

There are no changes to childcare, and the only difference in education settings is that where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

All nurseries, childminders, schools, colleges and other educational establishments should remain open and continue to allow all their children and young people to attend, on site, with no other restrictions in place.

Tier 2

Early years settings, primary schools and alternative provision (AP) providers, special schools and other specialist settings will continue to allow all children/pupils to attend on site.

Secondary schools move to a rota model, combining on-site provision with remote education. They continue to allow full-time attendance on site to vulnerable children and young people and the children of critical workers. All other pupils should not attend on site except for their rota time.

Further education (FE) providers should adopt similar principles with discretion to decide on a model that limits numbers on site but works for each individual setting.

In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 3

Childcare, nurseries, primary schools, AP, special schools and other specialist settings will continue to allow all children/pupils to attend on site.

Secondary schools, FE colleges and other educational establishments would allow full-time on-site provision only to vulnerable children, the children of critical workers and selected year groups (to be identified by Department for Education). Other pupils should not attend on site. Remote education to be provided for all other pupils.

In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 4

All nurseries, childminders, mainstream schools, colleges and other educational establishments allow full-time attendance on site only to our priority groups: vulnerable children and the children of critical workers.

All other pupils should not attend on site. AP, special schools and other specialist settings will allow for full-time on-site attendance of all pupils.

	<p>Remote education to be provided for all other pupils.</p>
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In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

COVID-19 SWIFT RESPONSE PLAN

Actions if a pupil or staff member shows COVID-19



Pupil or member of staff displays symptoms.

Send home and advise to self-isolate for 10 days.

Household members should self-isolate for 14 days.

Testing arranged.

If tested positive whilst not experiencing symptoms but develop symptoms during isolation period, they should restart the 10 day isolation period from day they developed symptoms.

If test is negative, return to school and household ends self-isolation.

If test is positive move to confirmed 'case scenario'.

Actions if there is a confirmed case of COVID-19 in school



Pupil or staff member tests positive for COVID-19.

Individual receives medical advice and/or treatment.

Class or school group sent home and told to self-isolate for 14 days.

If other cases detected within school, report to PHE, who will investigate and advise.