



Amesbury Primary school

Risk Assessment for before and after school provision

	Identified Hazard	Persons at risk (High / Medium / Low)				Measures to reduce and control risk	Remaining risk (High / Medium / Low)			
		Pupils	Staff/ vlntrs	Parents	Visitors / cntrctrs		Pupils	Staff/ vlntrs	Parents	Visitors / cntrctrs
1. Maintaining social distancing in classrooms leading to indirect transmission of the virus										
1. Maintaining social distancing in classrooms leading to indirect transmission of the virus	1.1 Pupil numbers and room sizes impede the means to reduce contact at before and after school provision					Breakfast Club: Pupil numbers capped at 35. The Ark: Split across sports hall & Art Studio. Late session (3-5:15 pm) to be in Art Studio, Early session (3-4 pm) to be in hall. Late session will proceed to hall at 4 pm for toast & stay until departure.				
	1.2 Communal resources, games and books may lead to germ transmission					Limited resources for use in wrap around care. See 1.6.				
	1.3 Children may move seats within an activity or change places for subsequent activities;					Breakfast Club: Can move to obtain food and use the toilet, but otherwise maintain same seat. The Ark: Year groups where possible, but grouped in key stages as a minimum.				
	1.4 Bubble contamination as a result of before and after school provision					Breakfast Club: Year groups at separate tables to maintain bubbles. The Ark: Tables in groups (minimum in key stages, but year groups where possible).				
	1.5 Leader/pupil within close distance and risk of transmitting germs, etc.					Social distance will be maintained unless an emergency, eg first aid required. In such circumstances, staff will wear a face covering and gloves.				
	1.6 Activities selected to reduce contact					Breakfast Club: Use of TV for age appropriate film and other non-contact activities, eg quiz, charades, computer game (to be disinfected between use) The Ark: Outside play as far as possible, in groups. Otherwise, individual activities, TV for age appropriate film, other non-contact activities.				



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2. Maintaining social distancing in communal areas of the school site resulting in indirect transmission of the virus, including exit entry points to school site										
2. Maintaining social distancing in communal areas of the school site resulting in indirect transmission of the virus, including exit entry points to school site	2.1 Numbers of parents and children at entrances and exits impede social distancing.	High	High	High		Breakfast Club: Staff member outside with clipboard & attendance sheet. No parents permitted past the relevant signs. The Ark: Children released as parents arrive, maintaining social distance.	High	High	High	
	2.2 Playground and outdoor spaces shared by different groups of pupils and may lead to larger groups of people gathering.	High	High			Breakfast Club: N/A The Ark: Staying in groups (key stage or year group, where possible).	High	High		
	2.3 Play and sports equipment being shared by multiple pupils from different groups	High	High			All equipment to be cleaned in-between pupil use and before and after a bubble uses it.	High	High		
	2.4 increased risk of transmission during eating at before and after school provision	High	High	High		Breakfast Club: Children go to servery for breakfast, but with a one-way system and socially distanced. Staff to serve drinks. Crates at end of table for plate/cutlery clearance. Reduction in food choices. The Ark: Toast served by staff. Crates at end of table for plate clearance. Drinks – use of pupil water bottles in which juice can be added. If no bottle, a cup will be provided.	High	High	High	



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3. Hygiene and cleaning										
3. Hygiene and cleaning	3.1 Carrying out cleaning	High	High	Low	High	All staff will undertake frequent cleaning of all areas. Staff to use appropriate disinfectant throughout the sessions. Increased cleaning & use of 'fogging' sanitisers.	Medium	Medium	Low	Medium
	3.2 Access to sufficient handwashing and hygiene facilities	High	High	High	High	Use of hand-sanitiser stations at entry to hall, and on exit. Site team/cleaners to ensure maintained.	Medium	Medium	Medium	Medium
	3.3 Poor pupil hygiene following use of the toilets, particularly for younger pupils, and where there is a lack of hot water available in the school.	High	High	Low	Low	Hand hygiene reminders and posters in toilets, younger pupils supervised, personal hygiene reminders to be referred to throughout the session for all pupils.	Medium	Medium	Low	Low
	3.4 Use of new or hazardous substances as part of the enhanced cleaning regime	High	High	Low	Low	COSHH assessment to be carried out by Site Manager and Cleaning Manager for any new cleaning/sanitising products in use. Additional cleaning staff to be made aware of the COSHH risk assessments. Appropriate storage of hazardous substances in cleaning cupboard. Material data sheets to be made available for new and existing products.	Medium	Medium	Low	Low



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4. Health and well-being of staff and pupils										
4. Health and well-being of staff and pupils	4.1 Access to first aid facilities, including a first aid trained staff member (paediatric first aid in EYFS)					Wraparound care staff have at least one allocated first aid trained staff member in each session (including paediatric) and first aid kit readily available. Use of masks and gloves for any first aid treatment.				
	4.2 Behaviour policy implementation and practicality during new temporary measures					Refer to Behaviour Policy COVID-19 Addendum and behaviour policy September 2020; this also includes response for pupils deliberately coughing, spitting or otherwise directly trying to spread germs and therefore possible infection.				
	4.3 Risk of transmission of potential virus when restraint is deemed necessary in response to pupil behaviour					The positive handling policy should continue to be implemented throughout. Where use of physical intervention is needed, staff to contact Senior Leader. Restraint only used in extreme circumstances where pupil or staff member in danger of being injured. If such action is necessary, gloves and mask to be worn.				
	4.6 Staff or pupil displaying symptoms of coronavirus during the school day; outbreak of COVID-19 within the school (defined as 2 or more confirmed cases within a fortnight) - breakfast: Any visible symptoms, staff to contact office immediately by radio.					The summer house will be the allocated coronavirus quarantine zone. Disposable PPE kits for both the pupil and supervising staff member to be used at the earliest opportunity (If the pupil is vomiting, etc, staff member to remain outside the Summer House with full view of pupil). Pupil to go home at the earliest opportunity and follow the COVID-19 testing guidance on gov.uk to access a kit and get results before returning to work. There is no need for supervising staff to go home if they are not displaying symptoms; Staff clear on procedures if they have suspected COVID and return to work guidance Senior leaders have awareness of the PHE "local outbreak management plan"	Risk may remain high depending on Coronavirus test results. If test is positive then government guidance on isolation for those who have been in contact must be followed.			



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		High	High	High	High	Local school management plan is in place and relevant staff have been made aware Remote education plans in place.	High	High	High	High
	4.11 Safeguarding	Medium	Medium	Medium	Medium	Updated safeguarding policy for September 2020 to incorporate KCSiE 2020 changes in place. All staff clear on this. DSL in place full time in school with support of 3 other staff members as DDSL. Known safeguarding issues addressed and shared with relevant staff. Safeguarding updates and training undertaken in September 2020 for all staff (virtually where possible). Ongoing inter-agency communication to provide safeguarding support for pupils.	Low	Low	Low	Low



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5. Other and general hazards	5. Other and general hazards									
	5.1 Transferring pupils from Breakfast Club to classes					Different routes for year groups, accompanied by staff from that bubble.				
	5.2 Transferring pupils from classes to The Ark locations					Meet on KS2 playground. Register taken. Staff will then escort to relevant locations.				
	5.3 Older pupils walking with permission to walk home alone congregating off-site or not adhering to social distancing measures on their walk home.					The Ark: Parents must give new consent for pupils to walk home during the COVID-19 response. School strongly recommends that all pupils are collected at the end of the school day by an appropriate adult.				
5.4 Pupils bringing items in from home, including book bags and lunchboxes, and wearing the same clothes multiple days in a row.					<p>Breakfast Club: Items, such as lunch boxes and coats must be kept with children at all times.</p> <p>The Ark: Year group benches to be allocated to store items.</p> <p>For children bringing a packed lunch to school this should be brought in a hard lunch box that can be sanitised at the entry/exit point to school to limit potential contamination from school being taken home. Water bottles should be taken home daily and washed, and before and after school wiped down at cleaning stations placed near to school entrances.</p>					



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5.5 Event of a fire alarm or other unforeseen emergency (i.e. lockdown emergency)	High	High	High	High	In the event of the alarms sounding all social distancing measures become void as the priority is reducing serious physical injury or death in the event of a fire or other emergency. Closest fire escape routes should be taken and fire assembly points used. Fire wardens may not be in their usual allocated spaces so all staff should take responsibility to ensure that windows and doors are closed when exiting the school site.	Medium	Medium	Medium	Medium
5.6 Access to PPE	High	High	Low	High	The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. Ventilation improved where practicable by having windows open. PPE will be available for close contact situations such as administering first aid. PPE must be worn when there is a suspected case of Coronavirus or if, in the rare possibility, a child has soiled themselves (in which case parents will be expected to collect immediately and clean spare kit will be provided for the child to wear home).	Medium	Medium	Low	Medium
5.7 Premises and utilities management	High	High	Low	High	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections <p>Insurance covers reopening arrangements</p>	Medium	Medium	Low	Medium



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5.8 Second wave of COVID19 may cause another lockdown	High	High	High	High	Before and after school provision would be suspended	Medium	Medium	Medium	Medium
5.9 Risk assessments and policies do not take account of additional COVID-19 risks	High	High	High	High	School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment. Behaviour policy amended to reflect covid-19 protocols.	Medium	Medium	Medium	Medium
5.10 risk of contamination at signing in and out at before and after school provision/breakfast club	High	High	High	Low	Staff member will sign children in.	Low	Medium	Low	Low
5.11 increased risk of contamination due to Amesbury Kids Club working on site	High	High	High	High	Amesbury Kids Club to be allocated a designated area, entrance and toilets which will be cleaned before and after use Amesbury Kids club to provide their own resources All participants to comply fully with the risk assessment	Medium	Medium	Medium	Medium

*NB: the term PPE is used throughout the risk assessment. This refers to disposable gloves, masks and aprons. Where PPE is used this is to be placed in a sealed plastic bag or plastic tub which will then be disposed of directly into general waste. Staff and pupils should wash hands thoroughly after handling PPE and follow PHE guidance on the safe removal of PPE:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911312/PHE_Taking_off_PPE_standard_infection_control_procedures.pdf