



Layton Primary School - Risk Assessment

Directorate: Layton Primary School	Date of Assessment: 06/11/2020
Section: Extended School: Breakfast Club / After-school Club	Assessment Team: School Business Manager Breakfast Club/After-school Supervisor
Location: Layton Primary School Main dining room / KS2 Hall / Playground areas	

Extended Services – Breakfast and After School Club Provision

Important Note:

Please read this risk assessment in conjunction with the risk assessments already completed prior to the outbreak of Coronavirus (COVID-19). These are additional measures which have been risk assessed to prevent the spread of infection and maintain social distancing as recommended in the government guidance.

The safety of our children, staff and parents is our prime consideration throughout this time. Before-and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus.

Please note that any reference to ‘staff’ in this document refers to every member of staff in school regardless of their individual role.

What is the Hazard?	What is the Potential Harm?	Who is at Risk?	Controls In Place	Likelihood after controls	Severity after controls	Risk Rating after controls	Further Potential Controls
Children and staff contracting Coronavirus	Number of children requiring the provision and the need to maintain	Pupils Staff	<ul style="list-style-type: none"> • Extended Services Provision will take place in two designated areas in order to provide greater indoor space: KS1 in dining room and KS2 in KS2 hall. 	Low	Medium	Medium	Daily review by Club Supervisor

	social distancing measures where possible		<ul style="list-style-type: none"> • Children will then be grouped per year group 'bubble' at least 2 metres apart to do separate activities. • Groups will not be mixed unless absolutely necessary due to a safeguarding/health and safety incident. • KS2 playground to be used by each key stage group separately (2 x bubbles) as often as weather permits. • Rooms used will be well ventilated at all times. • The number of children able to attend this provision has been capped at 25 for Breakfast Club and 50 for After-school Club based on current staffing available and approved ratios. • Access to this provision may need to be limited or temporarily cancelled if staffing numbers change. • Records of children and their groups will be kept securely for at least 21 days for NHS Test and Trace purposes. 				
Children and staff contracting Coronavirus	Extended Provision Environment – Risk of social distancing not adhered to and therefore increased risk of the spread of infection	Pupils Staff	<ul style="list-style-type: none"> • All immersive resources, soft furnishings, fabrics and materials have been removed. • KS2 children to use main corridor cloakroom for their coats. KS1 children to place their coats on allocated year group benches in centre of dining room. • Windows need to be open at all times where possible to aid ventilation. • Appropriate supervision is in place. • All additional spare furniture to be moved to prevent usage. • Clear signage to be displayed in the dining room and KS2 hall promoting social distancing. 	Low	Medium	Medium	

Children and staff contracting Coronavirus	Corridors and Walkways – Congregation of children or staff, risking an increase in the spread of infection	Pupils Staff	<ul style="list-style-type: none"> • Children and staff to enter extended services provision from the external doors where possible, straight into the dining room. • When staff are dropping children off and collecting at beginning and end of day, staff to use external entrances to avoid entering the school building and again enter through external dining room door. • Central (kitchen) corridor use limited to extended schools only during club hours. • Appropriate signage is in place. • Pupils are regularly briefed regarding observing social distancing guidance and where they are allowed. • Appropriate duty rota and levels of supervision are in place. 	Low	Medium	Medium	
Children and staff contracting Coronavirus	Equipment and shared resources - Children using the same resources	Pupils	<ul style="list-style-type: none"> • Children in the Extended Services Provision will have sets of resources that belong to each bubble. These resources will be sterilised at the end of each session by club staff. These resources will not include any soft toys or fabrics, intricate toys or toys which could potentially trap the virus. • Where possible children will not take resources to and from school. However, iPads will go home on a daily basis. Children will not take iPads back out of bags to use during Breakfast club and After-school club, unless these have been disinfected and wiped down. Children will not share devices. • Children may have brought packed lunch boxes from classes along with reading books. These will remain with the child for the duration of the session, ensuring they do not come into contact with others. 	Medium	High	High	

Children and staff contracting Coronavirus	Food and drink	Pupils Staff	<ul style="list-style-type: none"> • Children are not permitted to bring any food or snacks from home for consumption during Breakfast/After-school clubs. All food and snacks will be provided by the school for all pupils attending the provision. • Pupils will be supervised to wash their hands for 20 seconds before and after any food consumption and where possible the use of disposable cutlery and packaging will be used to prevent the spread. • Children will sit on year group tables to eat. • All packaging will be disposed of at the end of the meal times, double bagged and emptied. • Areas to be cleaned down before and after every meal time. • Water dispenser in dining room not to be used. • Children will bring in their own water bottles that will be kept with their own resources. • Children will have access to fresh water every day supplied by staff when needed. 	Low	Low	Low	
Children and staff contracting Coronavirus	Drop off and Collection of Children - Large groups of parents gathering together increasing risk of spreading the virus	Pupils Staff Parents	<ul style="list-style-type: none"> • Breakfast Club will drop off between opening time of 8.00am and 8.10am daily. One parent/carer only will need to bring each child around the outside of the school building via the KS2 playground to the Breakfast Club doors (back of the school dining room). A member of staff will be stationed at the door to sign in children and ensure hand sanitisation. The school gates will be locked again at 8.15am. • After-school Club children to be collected flexibly throughout the session from 4.30pm onwards until closing time of 5.30pm from the main school Reception door. Parents reminded to maintain appropriate social distancing while waiting on the Reception entrance ramp. 	Low	Medium	Medium	

			<ul style="list-style-type: none"> • One adult only to drop off and collect children to reduce amount of people arriving on school site – parents have been informed of this. • Face masks to be worn by parents/carers dropping-off and collecting at all times when on school site. • Weekly reminders to parents on the importance of adhering to social distancing measures at the arrival and departure times. 				
Children and staff contracting Coronavirus	Children entering school who may have signs /symptoms of Covid-19	Pupils Staff	<ul style="list-style-type: none"> • A table will be set up inside the external door of the dining room door to ensure each child sanitises their hands on arrival. Children displaying any signs/symptoms will be sent home immediately and asked to follow agreed school isolation procedures. • Children who present symptoms whilst in school will be taken to the Woodland room and quarantined there until collection by their parent/carer. • Staff must wear full PPE whilst supporting the child along with a visor. • All areas will be thoroughly cleaned in which the child has been and a deep-clean carried out. 	Medium	High	High	
Children and staff contracting Coronavirus	Toilets/Toilet Breaks for children - Children gathering in toilet queues	Pupils	<ul style="list-style-type: none"> • The Extended Services ‘bubbles’ have sole use of the kitchen corridor toilets during club times. One toilet KS1 only and other toilet KS2 only. • Pupils know that they can only use one toilet at a time. • Pupils are encouraged to access the toilet throughout the provision time to avoid queues. • The toilets are cleaned frequently at different points throughout the day, prior to the extended services provision and afterwards. • Monitoring by cleaning staff to ensure a constant supply of soap and paper towels are available. 	Low	Medium	Medium	

			<ul style="list-style-type: none"> • Bins are emptied regularly. • Pupils are reminded regularly how to wash hands and young children are supervised in doing so. 				
Children and staff contracting Coronavirus	Main Reception Area - Gathering of parents wanting to pay fees and speak to the reception staff	Staff Visitors	<ul style="list-style-type: none"> • The Reception Office is closed to all pupils and parents on a daily basis apart from designated time 9am – 10am. • Parents are advised to ring school or contact via email with any concerns or issues they may have. Email messages can be addressed directly to the Breakfast/After-school Club Supervisor using Wraparound@layton.blackpool.sch.uk • Parents are asked to pay all fees through the online payment system, by payment card over the phone or through childcare vouchers. • Hand sanitiser will be provided on the main enquiry desk. • A glass screen in in place to protect the Receptionist with guidance of social distancing and controlling the spread of infection measures clearly displayed. • If there is no alternative and parent does have to visit Reception during designated hours, they must wear a mask while inside the entrance doors. 	Low	Low	Low	
Children and staff contracting Coronavirus	Accidents/Trips and Falls - Close contact and unable to maintain social distancing guidelines	Pupils Staff Parents	<ul style="list-style-type: none"> • If a child has an accident on site, staff need to continue to deal with the situation following the schools procedure, however, staff need to ensure they are wearing all the PPE provided and that once they have finished they wash their hands for 20 seconds. • Visors to be provided in extreme situations. • Accident forms to be completed as normal. 	Medium	High	High	

Children and staff contracting Coronavirus	Handwashing - Children do not wash their hands regularly.	Pupils Staff	<ul style="list-style-type: none"> • All staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters and the slogan, 'Catch It, Kill it, Bin it' are displayed to reinforce the need to wash hands regularly and frequently. • Staff to reinforce the importance of handwashing through club activities. • Staff to provide children with sanitiser/soap to wash their hands. 	Low	Medium	Medium	
Children and staff contracting Coronavirus	Cleaning - Areas are not cleaned regularly enough leading to the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> • An enhanced cleaning plan has been agreed and implemented which minimises the spread of infection, ensuring areas are cleaned throughout each day not just at the end of the day. • Areas around school have been restricted to prevent the spread of infection. • Consistent cleaning and wiping down of surfaces, door handles, tables, switches, resources regularly throughout the day. There is anti-bacterial spray and towel on a roll provided for both clubs. • Bins to be emptied at regular intervals, if they are getting full throughout the day. • Cleaning staff work hours and areas have been changed to minimise the spread of infection. • BC/ASC staff to clean tables after each use. 	Low	Medium	Medium	Daily review by Club Supervisor