

COVID-19 Risk Assessment – Before and After school club

School name	Emerson Valley Junior School		
Assessment carried out by (name/role)	Iain Mortimer (Assistant Headteacher)		
Date of assessment	08/09/2020	Date of next review	Ongoing

Hazard identified	The risk of transmission of Covid-19
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Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Staff Pupils Parents	Minimising contact with people potentially infected with Covid-19	<p>Everyone will be asked not to attend the extended provision if they need to self-isolate under current guidance. Regular reminders will be given about this. This is in line with our school risk assessment.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person attends the extended provision, they will be sent home immediately or isolated until they can be picked up. They will be removed and sat in the first aid room. If they need close medical attention, the first aider will don P.P.E. as outlined in the school's risk assessment. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask 		Staff at the club	Daily	

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		<ul style="list-style-type: none"> • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance</p> <p>If a pupil or a staff member tests positive, the NHS test and trace service will offer advice to those who've been in contact with the individual. To support this, a record will be taken of:</p> <ul style="list-style-type: none"> • Children and staff in specific groups/rooms • Close contact that takes place between children and staff in different groups/rooms, and the timing of those activities/interactions <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>These records will be kept for at least 21 days.</p> <p>If other cases are detected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>				

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Staff Pupils Parents	<p>Minimising contact at the beginning and the start of day.</p> <p>Supporting social distancing before the Breakfast club.</p>	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. The breakfast club and after school club will not have staggered start and finish times but parents will be encouraged to socially distance while waiting.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • To wait near the entrance to the school at reception where they will be met by a member of staff and walk straight into the school hall/old ICT suite. • That only one parent/carer should attend • Not to gather at entrance gates or doors <p>If a childminder often comes to school to drop off/pick up several children, we will request they let us know so we can adjust our risk assessment accordingly.</p> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the provision. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Anyone wearing any sort of face covering when arriving to the school site will wash their hands on arrival or use hand sanitiser (as all individuals will), dispose of/store the covering, and wash their hands again before going to the location of the provision.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p>		Staff at the club	Daily	
Staff Pupils	Hygiene Measures	Handwashing facilities will be provided in the toilets. The children will use their own year groups toilets. The staff will inform the children of this. Hand sanitiser will also be available in the hall and the old ICT suite.		Staff at the club	Daily	

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Parents		<p>Everyone attending the extended provision will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up in the areas used for the extended provision.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied at the end of the extended provision.</p>		Cleaners		
Staff Pupils Parents	Hygiene measures and increased cleaning protocols and frequency.	<p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the activity.</p> <p>As part of this, cleaning staff will use standard cleaning products (e.g. bleach, detergent) to clean frequently touched surfaces including:</p> <ul style="list-style-type: none"> • Desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks 		Staff at the club Cleaners	Daily	

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		<ul style="list-style-type: none"> • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring to the extended provision each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that children or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>				

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Staff Pupils	Minimising the spread when preparing and serving food.	<p>Our staff will follow appropriate protective measures to ensure safe handling of food, including:</p> <ul style="list-style-type: none"> • Regular hand washing with soap and water for at least 20 seconds before and after handling food, if they change rooms, and after nose blowing, sneezing or coughing • Food will be placed on a table in a central area where each bubble will collect their food separately. <p>The area that food is stored in will be cleaned daily.</p>		Staff at the club	Daily	
Staff Pupils	Minimising the contact and mixing between bubbles.	<p>The children will be kept in their year group bubbles to minimise and potential mixing through year groups.</p> <p>3 Year groups will be in the hall. This group will be split into the three sections for each year group. This group will have a maximum of 30 pupils.</p> <p>There will be a group in the old ICT suite. This will just be for one year group and comprise of a maximum of 15 pupils.</p> <p>There will be at least 1 staff member in the old ICT suite and 2 in the hall. One of these will be allocated as a first aider if necessary.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Where possible, pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of spaces used for activities to allow for this.</p> <p>Activities that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well-ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance (2 metres where possible). Singing won't be loud. Instruments won't be shared. If a performance is being hosted, the number of performers and audience members will be limited.</p>		Staff at the club	Daily	

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		<p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between children will be maximised as much as possible.</p> <p>Staff will keep their distance from children and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any children with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p>				
Staff Pupils Parents	Minimising contact in shared areas and the spread of infection through touching surfaces.	<p>Wherever possible, children will be kept in the same groups at all times, and kept separate from other groups. Multiple groups can use the same shared space, but there will be distancing between the groups.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Children will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the activity.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>Toilet use will be managed to avoid crowding. This will be undertaken in line with our school risk assessment. Use of portable toilets will be kept to a minimum.</p> <p>We will advise parents/carers to limit the number of extended service providers they use as far as possible, so their children mix with fewer groups. We will advise parents/carers that if they are using other extended service providers, they should seek assurances about the providers' protective measures.</p>		Staff at the club	Daily	

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Staff Pupils	<p>Ensuring the safety of the children is maintained whilst at the club.</p> <p>Minimising potential spread of Covid-19</p>	<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well-ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in areas being used for the provision.</p> <p>Outdoor space will be used for activities, where possible.</p>		Staff at the club	Daily	
Staff Pupils	Ensuring the safety of the children is maintained whilst at the club.	<p>We will have at least 1:</p> <ul style="list-style-type: none"> • Staff member per 15 children • First aider • DSL (or deputy DSL) or an appointed person responsible for safeguarding during out-of-school hours <p>Caretaker and/or cleaner</p>		Staff at the club	Daily	