

Risk Assessment for: Breakfast Club

Assessment undertaken: October 2020

Please note that the below risk assessment should be read alongside the school's Coronavirus risk assessment and Child Protection & Safeguarding policy, both of which are available on the school's website.

Process/Activity	Hazards	Risk rating prior to action (L/M/H)	Control Measures	Existing risk (L/M/H)
Social Distancing	Close contact can spread the Covid-19 virus from person to person.	Medium	<ul style="list-style-type: none"> • Parents to drop off children at reception and not come into the school. • Staff to collect children for 'meet and greet' at reception. • During Breakfast Club, children will stay in their year group 'bubbles'. Contact with other year groups (except siblings) will be minimal. • The hall will be divided in 'bubble' group areas for each bubble. • Children and staff will be reminded about the need to avoid physical contact wherever possible (e.g. children reminded to play non-contact games if playing outdoors). • Children will enter the toilets in their bubbles and no more than 4 children will use the toilet at any one time. Children will not be allowed to mix in their bubbles in the toilets. Children will go to the toilets they have been allocated as per their year group(s) during the normal school day. 	Low
Social Distancing	Transmission of the virus	Medium	<ul style="list-style-type: none"> • Children and staff will wash their hands (for at least 20 seconds) regularly including: on arrival at school, before and after eating (with soap and water where possible), before using equipment and before they go to class for morning registration. A hand sanitiser is available in the hall and bowls of soap and water will also be available, with paper towels to be disposed of in a bin. • We will teach children about how to sneeze in a more hygienically acceptable way: 'Catch it, bin it, kill it' and the importance of handwashing after. The same will apply for coughing, pupils will be encouraged to use their arm to 'catch' the cough. • Use of outdoor space where possible and the hall will be well ventilated by opening windows wherever possible (although this will need further review in colder temperatures). • The hall (floor and surfaces) will be cleaned after use with cleaning spray. Equipment used will be cleaned after use and each bubble will have their own equipment to avoid cross contamination. 	Low

First Aid	Medical needs of pupils	Medium	<ul style="list-style-type: none"> • All staff supervising the children will have had full first aid training. • Members of staff will be aware of children with any medical needs. All medication is kept in the school office and a first aid kit will be kept in the hall. • Children with special dietary needs will complete a special diet form which will be handed into the school office and a copy will be given to staff running the breakfast club. • Pupils will be provided with care and guidance at a distance to help them with their self-care if safe (e.g. applying their own plaster / taking their own inhaler). • All inhalers and medicines to be stored in separate named bags in the School Office or in the group medical box. • Personal protective clothing of an apron, gloves and mask should be worn when required to work in close contact with pupils. • Extra vigilance with hygiene and handwashing from both child and adult before and after treatment. • All waste products should be disposed of safely in the yellow medical bin. • Ensure that the yellow medical bin is cleaned after each use and following emptying by the caretaker. 	Low
Food preparation	<p>Poor hygiene practice can lead to the spread of germs and illnesses</p> <p>Burns / scalds can occur when food is too hot</p> <p>Knives and sharp instruments can cause injury</p>	Medium	<ul style="list-style-type: none"> • Members of staff on duty will undertake the relevant food hygiene training courses to ensure the safety of all children and adults eating food at the club. • Food must be effectively refrigerated or stored (e.g. milk must be refrigerated) and staff will ensure that food that is past the use by date is thrown away and not served. • Equipment used for food preparation (including cups, plates, bowls, etc.) will be cleaned with hot, soapy water before and after food preparation. Surfaces will be cleaned with clean cloths using the appropriate anti-bacterial / disinfectant sprays, not hazardous to children. • Equipment will be stored in clean containers on a daily basis and not shared or used by others. • Care to be taken around equipment that gets hot (e.g. toaster or a frying pan for eggs). Microwave will be used where possible for heating foods. Using the kitchen hatch to keep any sharp or hot equipment away from children. • Knives will be the same style as used for normal school meals – children will not have access to sharp knives. 	Low
Slips, trips and falls	Food and drink can cause surfaces to become slippery	Medium	<ul style="list-style-type: none"> • Areas will be kept clear of obstacles to ensure that children and adults do not trip when moving around. • School bags to be tucked under tables out of the way. • Any spillages will be quickly cleaned up, or coned off until it is possible to do so. • Yellow hazard signs will remind users that an area is wet. • PE activities will take place outside, or with plenty of space inside and only once tables are cleared away. 	Low

Behaviour	Poor behaviour could lead to safety issues affecting other group members.	Low	<ul style="list-style-type: none"> • The misbehaviour of children will be quickly dealt with according to the school's usual behaviour policy, to give consistency. • A time out space will be provided for those children struggling to control their behaviour and space to calm down (e.g. library) • ELSA trained staff will ensure that effective strategies are used to calm children before involving another member of senior staff. • Repeated failure to follow the behaviour expectations will result in exclusion from the club. 	Low
Safeguarding	Risk of harm to children.	Medium	<ul style="list-style-type: none"> • The staff supervising will have been provided with effective training in safeguarding and know how to recognise signs of abuse and what to do if they suspect a child is at risk from harm. • The staff supervising the children will pass on any safeguarding concerns to the DSL at school according to its usual safeguarding policy. • Staff will have the relevant enhanced DBS checks / right to work in the UK, in place and will be employed by the school. 	Low