

St Mary's Infant School Risk Assessment Form

Extended Services Provision – Breakfast and After School Club Provision

Important Note:

- This risk assessment should be read in conjunction with the whole school risk assessments already completed re the outbreak of 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. 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
Quantity of children attending the provision.	Due to the number of children requiring the provision and the need to maintain social distancing measures where possible.	Pupils Staff	<ul style="list-style-type: none"> • All Extended Services Provision will take place in a designated area of space. This will be the school hall. • The children will be required to stay in their class bubbles within the school space. The hall be set out accordingly. • The number of children able to attend this provision has been capped at 25 and this is our considered 'safe number' for the provision. 	Low	Medium	Medium	
Extended Provision Environment.	The current layout and set up do not allow for social distancing to be adhered to and therefore increase the risk of the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> • The current space used for Extended Services provision will not be used for the foreseeable. We have changed the location to enable there to be more physical floor space and it has been remodelled, with chairs and desks in place to allow for social distancing to be maintained. • All immersive resources, soft furnishings, fabrics and materials have been removed. • Cloakrooms not to be in use during the duration. 	Low	Medium	Medium	

			<p>Children to place coat on allocated chair back.</p> <ul style="list-style-type: none"> • Windows need to be open at all times where possible to aid ventilation. Appropriate supervision is in place. • All additional furniture, stage and spare chairs to be moved to the corner of the hall to prevent usage. • Clear signage to be displayed in the school hall promoting social distancing. 				
Corridors and Walkways	Groups of children and staff congregating in walkways and corridors, 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, straight into the hall. • These doors will also be used when dropping children off and collecting at beginning and end of day. • Corridor use reduced, only access needed for the class bubble toilets. Appropriate signage is in place to clarify circulation routes. • 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	
Equipment and shared resources.	Children using the same resources that could pass on the virus.	Pupils	<ul style="list-style-type: none"> • Children will all have their own personal resources which will remain within their allocated space within area. • Children may have brought packed lunch boxes from home 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. • Each 'bubble' will have a range of books to choose from each week. These books will be distributed amongst the children within the bubble. At the end of the week, all books will be 	Medium	High	High	

			placed in a box and will remain there for the weekend before being re-used.				
Access to drinking water.	Children gathering to use water dispensers.	Pupils Staff	<ul style="list-style-type: none"> Children will bring in their own water bottles that will be kept with their own resources. 	Low	Low	Low	
Food and snacks	Children bringing snacks from home and cross-contamination occurring.	Pupils Staff	<ul style="list-style-type: none"> Children are not permitted to bring any food or snacks from home for the Extended Provisions. All food and snacks will be provided by the school for all pupils attending the provision. Pupils will be encouraged 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. 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 use. Hand sanitisers will be available. 	Low	Low	Low	
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"> To prevent parents gathering and the uncertainty of when parents will be arriving and leaving school. Parents are being given set times for drop off and collections, if they wish to access the service. Breakfast Club will drop off between 8.00 and 8.10 at the Infant School gate. After School Club will collect at 16.50 and 17.00 in the KS1 Playground. 1 adult only to drop off and collect children to reduce amount of people congregating. No parents are allowed on school site – with social distancing guidelines being reinforced at entrances and exits through signage and floor/ground marking, including external drop off and pick up points. 	Low	Medium	Medium	

			<ul style="list-style-type: none"> • Staff will collect children from the front of the school gate and walk to and from the hall, entering through external doors. This will reduce the risk of children huddling together and maintaining social distancing. • Junior children attending breakfast club will be escorted to the junior playground gate and be met by the Head of School. 				
Toilets/Toilet Breaks for children	Children sharing toilets.	Pupils	<ul style="list-style-type: none"> • The children will only be able to use their class toilet. • Junior children will use the disabled toilet if necessary. 	Low	Medium	Medium	
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 school's procedure, however, staff need to ensure they are wearing all their PPE and that once they have finished they wash their hands for 20 seconds and put on new gloves. • Visors and masks will be provided • Accident forms to be completed as normal. 	Medium	High	High	