

Penyrenglyn Community Primary School COVID 19 Risk Assessment – Breakfast Club

Subject: COVID 19 Breakfast Club Risk Assessment

Date of Assessment: 16/09/20

School Name: Penyrenglyn Community Primary School

Total no of pupils attending: 43

Hazard	People at Risk	Existing Control / New Controls	Additional Comments/Control Measures – School Specific
School drop off	All Persons	• Parent/carer drop off protocols have been considered to minimise adult to adult contact and avoid gatherings e.g. at the school gates (signs and floor markings made available from RCT) • Arrangements in place to supervise pupils arriving to ensure social distancing. • One parent encouraged to drop off. • Parents/carers instructed not to attend school if symptomatic. • Handwashing/hand sanitiser available at the entrance. • Register is taken on arrival before pupils are taken to their designated area. • Parents to be notified and reminded that no child will be accepted into breakfast club unless they have pre-applied and they are on the register. • Each pupil will be allocated a designated area within the breakfast club setting identified with their class name, which will ensure that pupils remain within their breakfast club contact groups.	Schools will provide breakfast club staff with a printed list of the pupils who will attend breakfast club. This will be provided by Catering Services. Parents informed of drop off arrangements (Follow 1 way system into school and drop child/ren off at Hall door & continue to follow the 1 way system out of school). Staff to monitor to ensure social distancing. Regular communication with staff and parents through texting service and school website to ensure all are aware and updated. Parents to be reminded to queue using 2m social distancing, following floor marking. Parents reminded for only one parent to accompany their child to school.

			Parents to be reminded regularly not to attend school if showing symptoms. All adults and children to use hand sanitiser on entry to school. No child to be accepted if applications have not been received. All children will be collected by a staff member and escorted into their classroom at the end of breakfast club.
Circulation Routes – Infection control	All Persons	Floor markings and signage is provided to assist with social distancing.	Parents will drop off at Hall door entrance ensuring one-way system is followed. Signings and markings in place both internally and externally.
Breakfast Club area(s) – Infection control	All Persons	For Welsh Government Guidance on control measures within the classroom for the various settings, use the link below: https://gov.wales/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf - Pupils will stay in their school contact groups. - The number of pupils in attendance will be capped to ensure that there is adequate space for social distancing between contact groups. - Rooms have been organised to encourage social distancing, tables and chairs arranged to enable sitting side to side facing forward and not face to face. - Arrangements put in place to avoid mixing with other contact groups. - Arrangements are also in place for social distancing in staff rooms and kitchens. - No pupil will be allowed into breakfast club if they have not on the register.	Wherever possible, furniture will be arranged to ensure pupils have more space. Areas have been organised to ensure distance between tables. Year 6 (13)

			-----2m----- Year 5/6 Class (6) 2m Year 4/5 Class (6) -----2m----- Year 2/3 Class (5) 2m Reception Class (6) -----2m----- Year 1/2 Class (7) Children to remain in the same contact groups throughout breakfast club and all facing forward. Children must stay at their designated seat throughout (they must not swap seats). Keep record of seating plan for Track and Trace if required. All staff should aim to maintain a 2-metre distance from each other (and the pupils where possible). If this 2m distance cannot be maintained, a face covering must be worn by the staff member.
Pupil and Staff Toileting – Infection control		• Pupils to use hand sanitiser before entering the toilet and toilets are cleaned regularly. • Signage is in place in each toilet to encourage adequate hand washing takes place.	Disabled toilet to be used: pupils to sanitise their hands before entering the toilet and wash thoroughly before leaving

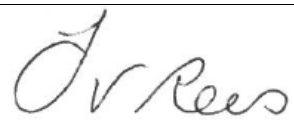
		Similar arrangements are also in place for staff toilets.	and use hand sanitiser before entering the hall again. A one in/one out policy introduced for the toilets. If there is a queue, pupils are reminded about standing 2m apart. Signage placed in each toilet to encourage adequate handwashing – in pupil and staff toilets.
Spread of COVID - 19/Social Distancing Infection Control (General)	All Persons	- Windows and doors are open to increase ventilation (where safe to do so and not compromising fire safety or safeguarding). - Appropriate signage is in place in the breakfast club areas.	Windows and doors to be open wherever possible. Children to remain within breakfast club contact groups. Appropriate signage to be used to remind pupils and staff to socially distance
Staffing		Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. Refer to the Council guidance ‘Update for Chairs of Governors, Headteachers, Managers & Staff – Shielding and Childcare Responsibilities’ & Staff COVID19 Risk Assessment Tool.	Clinically vulnerable staff have completed the risk assessment, this has been undertaken by the Local Authority for breakfast club staff (LA). Staffing to be reviewed daily by the LA to ensure appropriate staffing levels for each contact group. Members of staff to assign themselves a Contact group to be responsible for.
Breakfast Arrangements – Infection control		- Groups of children eat breakfast within their own contact groups. - Time/resource provision for cleaning surfaces after breakfast club. - Hand sanitizer gel is provided for pupils and staff to use immediately before collecting their breakfast.	Pupils will eat their breakfast at their own tables in their school contact groups.

		Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful).	All children to use hand sanitiser on entry to Breakfast club and sit at designated Contact Group table. Breakfast Club Staff to serve the breakfast to the table to avoid contact groups mixing when queuing. Waste must be collected from their tables by staff. Disposable aprons must be worn over the tabard when collecting dirty plates and cups and hands must be washed immediately. Tongs are to be used to distribute toast. Tables (and the backs of the chairs) to be wiped and cleaned, prior to and after eating, by breakfast club staff.
Pupils/Staff displaying symptoms whilst at breakfast club		- Arrangements in place to deal with pupil/staff who develop symptoms whilst at breakfast club – Follow the WG guidance https://gov.wales/sites/default/files/publications/2020-07/operational-guidance-for-schools-and-settings-from-the-autumn-term.pdf - An isolation room is available for pupils/staff.	Isolation room available for pupils/staff displaying symptoms. Open window. Staff to wear PPE if needed. Parents to be called immediately. Staff to be sent home immediately. Welsh Government and LA guidance to be followed. Surfaces that learners or staff with symptoms have come into contact with should be thoroughly cleaned. Cleaner to wear PPE when doing this. When dealing with a 1st Aid situation/illness, appropriate PPE must be

			worn: this consists of Face Mask, disposable gloves and disposable apron.
Cleaning/Waste Disposal		• All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. • Enhanced cleaning regime in place across the setting. • Adequate cleaning supplies and facilities around the school are in place. • Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hours then disposed of as other waste is.	All contact surfaces identified to be cleaned daily. All rubbish removed daily. White pedal bin to be used for tissues.
Personal Protective Equipment (PPE)		• PPE is not required for routine breakfast club sessions. • For further guidance on PPE requirements refer to the RCT Schools COVID 19 PPE Guidance Matrix and associated links within the document.	PPE available to be used when necessary. All staff aware of where PPE is located (Isolation Room & Creative Room) and when it needs to be used.
Fire Safety		• Fire safety arrangements and evacuation procedures have been reviewed to take account of the new COVID measures at the site, including the layout and possible changes in staff. • Procedures have been reviewed to include hygiene and distancing at assembly points. • Any new fire safety arrangements and procedures have been communicated with all staff and pupils (including new pupils and staff). See link below for specific fire safety advice for specific advice during the outbreak. https://www.southwales-fire.gov.uk/app/uploads/2020/04/NFCC-advice.pdf register • Breakfast school staff to ensure a Register is taken on arrival before pupils are taken to their designated areas.	Fire procedures have remained the same

Training		• Staff have been instructed on the nature of COVID-19 and its transmission. • The risk assessment together with any COVID 19 control measures have been brought to the attention of all staff. • Any staff briefings are also conducted with social distancing considerations.	All staff to be reminded of the nature of transmission. This will be undertaken by the LA. All staff to be made aware of this risk assessments.

The risk assessment should be signed by the Headteacher and the Chair of Governors.

Position	Name	Signature	Date
Headteacher	<u>Michelle Hutchings</u>	 	<u>16/09/20</u>
Chair of Governors	<u>Julie Rees</u>		<u>23/09/20</u>