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| **RISK ASSESSMENT FOR** | | **Date of assessment** | |  |
| **ACE – Before and After School Club** | | **8th June 2020** | |
| **Name of School** | | **Review date** | |
| **Bridgemere CE Primary School** | | **Weekly** | |
| **Name of Assessor (s)** | **Caroline Middleton/ Sally Hollowood/ Bev Dolman** | | |
| **Assessor Signature** |  |  |  |  |

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| **RISK PRIORITY**  **HIGH**  **MED**  **LOW** | **HIGH: Accident likely - with possibility of causing serious injury or loss**  **MEDIUM: Possibility of accident - causing minor injury or loss**  **LOW: Accident unlikely - with control measures in place** |

**5 steps to Risk Assessment**

1. Identify the Hazards
2. Decide who may be harmed
3. Identiy the controla measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably* *practicable* level

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| No. | Hazard Identified | People at Risk | Existing Control Measures in place | Risk Priority | Additional Controls Required **to Minimise Risk** |
| 1 | Access for breakfast and afterschool club. | Parents and children accessing wrap around care and staff | * All parents have been contacted regarding where Breakfast and ASC will be based and arrival and departures have been communicated in the letters distributed. * Parents are to travel around with their children to the outside of Class 3 to access and exit the provision. | **Low** | * All places need to be booked in. |
| 2. | Emergency exit from club required – such as in the event of a fire alarm. | Children and staff in breakfast and ASC | * The provision has 3 routes from Class 3. Main route is through the outside classroom door and onto the field lining up on the designated 2m markings. Alternative route will be through the outside door in Class 2 and line up in the same place, or via the hall door and main entrance and onto the field. | **Low** | * Routes to be shared with the children on the 15th June * Practise fire alarm to take place in the first week. * All children that do not attend on the 15th June will be informed of the procedures. * 2m markings available on the field. |
| 3. | Adult led activities | Children and staff | * The children will stay in their pod, staying in the same places. * Activities will be desk based such as colouring, films, quizzes etc * Children will go outside for play and will be reminded of the importance of social distancing * All equipment will be wiped down whenever necessary. | **Medium** | * Desks to be named so staff can keep children in the same place * Remind children of importance of social distancing outside. * Use recommended socially distance games. |
| 4. | First aid required | Children and staff | * Staff running the club is first aid trained and able to administer any response necessary. PPE equipment is available for these purposes. | **Medium** | * First aid policy will be amended to include an addendum in response to Covid 19. |
| 5. | Food preparation and serving. | Children and staff | * Gloves will be worn. * Easier snacks to be made | **Low** | * Fridge to be moved into Class 3 so preparation of food can take place in situ. |
| 6. | Late collection of a child. | Children, staff and parents | * Parent will be expected to contact school if they are likely to be late. * Staff member will contact the parent if no contact has been received. * SMO will remain with member of staff | **Low** |  |
| 7. | Toileting | Children | * Hand blowers have been turned off to reduce transmission risk * Pedestal bins placed in the toilets. * Children to toilet no more than 2 at any time. | **Medium** | * Toilets to be set up so middle sinks and urinals are blocked off to maintain the 2m social distance. * Paper towels to be placed in toilets and use monitored by HOS * Boys to use disabled toilet so easier to monitor. |
| 8. | Cleaning | Children and staff | * Cleaning schedule has been set up. * A fogger has been purchased, proven to kill Covid 19 bacteria for 8 days. * Supplies have been purchased for:   Tissues  Anti-bacterial soap  Hand sanitiser  Anti-bacterial wipes  Tape  Pedestal bins have been ordered  Admin has received training in use of the fogger | **High** | * Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Share cleaning schedule. * Crystal clean to provide their updated RA * Fogger to be used each Friday. * Waste from bins will be double bagged and emptied twice a day. |

**FOLLOW UP ACTIONS**

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| No. | Potential Hazard | Action to be Taken | By Whom | **Target Completion Date** | Action Completed(Signed & Dated) |
| 1 | Prevention from fire | * Routes to be shared with the children on the 15th June * Practise fire alarm to take place in the first week. | Class teachers | 15th June 2020 |  |
| 3 | Reduction of contact with others to prevent transmission | * Desks to be named so staff can keep children in the same place | Staff | By 15th June 2020 |  |
| 4 | Reduction of transmission | * First aid policy will be amended to include an addendum in response to Covid 19. | EHT | By 11th June 2020 |  |
| 5 | Reduction of transmission | * Toilets to be set up so middle sinks and urinals are blocked off to maintain the 2m social distance. * Paper towels to be placed in toilets and use monitored by HOS | SMO | By 12th June 2020 |  |
| 6 | Reduction of transmission | * Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Share cleaning schedule. * Crystal clean to provide their updated RA * Waste from bins will be double bagged and emptied twice a day. | EHT/SMO/  Cleaning staff | By 12th June 2020 |  |