|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RISK ASSESSMENT FOR** | | **Date of assessment** | |  |
| **ACE – Before and After School Club** | | **20th July 2020** | |
| **Name of School** | | **Review date** | |
| **Bridgemere CE Primary School** | | **4th September 2020**  **11th September 2020** | |
| **Name of Assessor (s)** | **Caroline Middleton/ Sally Hollowood/ Bev Dolman** | | |
| **Assessor Signature** |  |  |  |  |

|  |  |
| --- | --- |
| **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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 basedthe hall) and arrival and departures have been communicated in the letters distributed. * Parents are to resume using the front door | **Low** | * Hand sanitizer to be placed by the main entrance for use before ringing the bell. * All places need to be booked in a week in advance no ad hoc bookings will be permitted |
| 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 the hall. Main route is through the Class 3 classroom door and onto the field lining up on the designated 2m markings. Alternative route will be through the double doors, outside Class 4 and round onto the field. The final route is through the main entrance and out onto the field. | **Low** | * Routes to be shared with the children on the 4th September and 7th September. * Practise fire alarm to take place in the first two weeks in September in school. * All children that do not attend in the first two weeks in September will be informed of the procedures. |
| 3. | Adult led activities | Children and staff | * All children must be seated with children from their class only. Classes MUST NOT mix. Siblings cannot be together unless in the same class as this will mix classes. Children from the same class only can play together. Assign classes of children to an area with desks in the hall. This will be their base. All equipment will be wiped down after use daily and can be rotated each day or put into storage for 48-72 hours. | **Medium** | * Hall must be set up in readiness for the children * Plans can be prepared a week in advance due to bookings being made a week in advance. * Desks must be set out in specified areas * Play equipment set out for each class. * All equipment wiped after use or put into storage. * Areas will be set up outside for each class also.   Class 1 – field a, Class 2 – field b, Class 3 - field c, Class 4 – field d |
| 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 updated to in response to Covid 19 new guidance July 2020. |
| 5. | Food preparation and serving. | Children and staff | * Gloves will be worn. * Easier snacks to be made | **Low** | * Fridge to be moved into Hall 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. * Last staff member/cleaner will remain with member of staff | **Low** | * All contact details to be updated |
| 7. | Toileting | Children | * Pedestal bins placed in the toilets. * Children to toilet no more than 2 at any time | **Medium** | * Paper towels to be placed in toilets and use monitored by HOS * All children to wash hands after being outsde and before eating. * Wipes to be readily available |
| 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 placed around school. | **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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Potential Hazard | Action to be Taken | By Whom | **Target Completion Date** | Action Completed(Signed & Dated) |
| 1 | Reduction of transmission | * Hand sanitiser to be placed in foyer. | Caretaker | 3rd September 2020 |  |
| 2 | Prevention from fire | * Routes to be shared with the children on the 4th September * Practise fire alarm to take place in the first two weeks. | Boost Staff | 4th September and by the 11th September 2020 |  |
| 3 | Reduction of contact with others to prevent transmission | * Halls need to be set up daily so children can sit at desks in their class groups and maintain 2m social distancing between other classes | Boost Staff | Daily from 4th September 2020 |  |
| 4 | Reduction of transmission | * First aid policy will be amended to include an addendum in response to Covid 19. | EHT | By 1st September 2020 |  |
| 5 | 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/HOS  Cleaning staff | By 1st September 2020 |  |