



Seagrave Village Primary School

Green Lane, Seagrave, Loughborough, Leicestershire, LE12 7LU
 Telephone: 01509 812486, E-mail: office@seagrave.bepschools.org



Seagrave Village Primary School - Risk Assessment for Opening Breakfast and Afterschool Club During Covid-19

This risk assessments runs alongside the school Covid19 RA

HAZARD (potential to cause harm)	Who could be harmed? How?	EXISTING CONTROLS	INITIAL RISK			FURTHER CONTROLS	FINAL RISK ASSESSED			ACTION CONTROL	
			High	Med	Low		High	Med	Low	Who?	Date
Visitors to Seagrave Primary School	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	No admittance to visitors /parents /carers All staff will not attend work if any symptoms /illness Staff wash hands regularly Secure electronic gate Child collected and dropped off at the school electronic gate	x			Arrange with school office if any essential proposed work when club not in library - Follow government advice			x	Staff	
If parents do not Social distance when --- collecting / drop off child	Staff / children / parents	Drop off, collection times staggered - times related to parents, carers, staff	x			staff will meet child /parent at school gate - parents carers asked to social distance if having to queue - (as marked out) - door will not be open to admit any parent - parents strictly not allowed admittance			x	Staff	
Social distancing not being carried out within the Library	children Reduced infection control which may result in spread of COVID19	Reduced numbers of children Breakfast Club – 10 Afterschool Club -15 Both clubs split into 3 Bubbles comprising of- 1. EYFS and KS1 2. Year 3 + 4 3. Year 5 + 6	x			Bookings will not be altered – If a place is no longer required -next person on list will be contacted. 2 weeks' notice required. No whole group activities Windows open for ventilation Outdoors will be utilised whenever possible Staff will maintain 1 metre distance		x		Children and Staff	



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		Bookings are strictly first come first served. Booking letters will be sent out at the same time. A waiting list in order of reply will be compiled in the event of a place becoming available. Library /outside segregated into 3 sections								
Social distancing and hygiene practices not being carried out during activities	Staff/children - Reduced infection control which may result in spread of COVID19	Activities will not include high contamination risk e.g. Malleable play, Dressing up Games where items are passed around a circle Children and staff will wash hands regularly Regular hygiene practices will be used e.g. tissues/hand gel and steam cleaning of toys Books used will be placed into the storage boxes after use and removed from circulation for 72 hours.	x			Staff to continue to assess all offered activities for potential infection Tissues/wipes/hand gel will be provided in each bubble staff clean activity/daily Groups of children will stay in their bubbles inside and out Bubbles will be according to year groups and will stay the same throughout the term.			x	
Appropriate hygiene practices not being carried out	Staff/children Reduced infection control which may result in spread of COVID19	Core areas will be cleaned Resources will be cleaned with appropriate disinfectant daily All regularly touched surfaces/items will be cleaned regularly throughout the session following product information and instruction Coats/ changing bags will be placed in bubble boxes. Bin liners will be used and bins emptied regularly	x			Staff will maintain current hygiene standards NHS guidance will be followed for hand washing No additional items will be allowed with the exception of a water bottle			x	
Social distancing and hygiene practices not being carried out at snack times	Staff/children Reduced infection control which may result in spread of COVID19	Snacks i.e. biscuits and drinks will be handed out individually, children will not help themselves Staff are aware of cross contamination and will clean accordingly As normal food will be delivered once weekly	x			Children will be encouraged to bring their own drinks and they will be wiped Staff adhere to high hygiene standards Shopping will be decontaminated appropriately			x	



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Social distancing not being carried out whilst using toilets or changing facilities	Staff/children Reduced infection control which may result in spread of COVID19	Children are taught to “catch it, bin it, kill it” when coughing or sneezing Children to use class 3 toilets during club time. Toilets to be cleaned before the start of school Robust hygiene changing procedures are followed	x			PPE is available Child friendly posters and hygiene procedures will be placed in the library 1 child allowed to the toilet at a time If a child shows symptoms of COVID 19 and needs direct personal care, which cannot wait until their parents arrive, PPE must be worn including a mask, gloves and apron			x		
Administering First Aid, essential medication and care plan procedures / a child needing comfort	Staff/child Reduced infection control which may result in spread of COVID19	In this instance, 1 metre distancing rules will not be enforced First aiders will wear PPE and follow robust hygiene procedures whilst administering First Aid. After administering First Aid, the area will be thoroughly cleaned, and PPE/dressings disposed of using double bagging	x			First Aid will not be administered on a child showing symptoms of COVID 19 unless deemed to be life threatening (NHS guidance) Any child showing symptoms of COVID 19 will be isolated and parents called to collect. Any staff showing symptoms of COVID 19 will be asked to isolate for 10 days and will not enter the building. All associated staff/children will isolate for 10 days if a positive test is returned			x		
1 metre distancing not being carried out during emergency evacuation procedures/drills	Staff Children Reduced infection control which may result in spread of COVID19	Social distancing will continue to be used when possible whilst implementing evacuation procedures, but safety of the child is paramount to staff			x	Return to 1m+ as soon as possible after evacuation. Use yellow dots on the perimeter wall to distance the children.			x		
Assessment carried out by: K Litchfield						Date 14.8.2020		Review date: Nov 2020			

All staff have undergone training on how on transmission of COVID-19 and how best to implement procedures to minimise risk of contamination during the COVID-19 outbreak
If a person/child becomes unwell during the session, we will consult Government guidance and contact K Litchfield immediately



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Attendance: No one with symptoms should attend for any reason. Children categorized as clinically vulnerable should follow individual medical advice. Where a child or staff member tests positive, the rest of the group within their setting should be sent home and advised to self-isolate for 14 days. Further guidance about self-isolating can be found at Gov.uk