

Site Name: Bursledon CoE Infant School Date: 1.9.20

General Guidance

Original risk assessments must be kept for a period of 7 years. On completion a hard copy should be printed off and placed in your local/site health and safety folder.

Risk	<p>Covid-19: Bursledon Infant School is following the guidance and information provided by Public Health England and the DfE (1). This assessment records site specific arrangements.</p> <p>Risk Assessment for the opening of schools to all pupils from September 2020</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
1) Underlying Health conditions	Staff, pupils, or visitors who have underlying health conditions could contract Covid-19 and suffer harm as a result	<ul style="list-style-type: none"> • All staff members have been contacted and asked to inform the school of any underlying health conditions. • Staff identified as 'extremely clinically vulnerable' will have their own individual Risk Assessment. This includes pregnant members of staff. • Staff are allowed to wear PPE when in school if they wish • Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute 	<ul style="list-style-type: none"> • Continue to monitor the health and identified risk levels of staff and children as an ongoing process 	SLT CH to complete Pregnancy RAs	Ongoing	

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		<ul style="list-style-type: none"> • <i>There will be a minimum of visitors to the school and any people entering the site will be asked at the office to declare their level of vulnerability.</i> 				
<p>2) Group transmission of the virus due to lack of room in classrooms</p>	<p>Staff and pupils</p>	<p>“...children, and especially the youngest children, cannot socially distance from staff or from each other...”</p> <p>CLOSE CONTACT</p> <ul style="list-style-type: none"> • direct close contacts – face to face contact for any length of time, within 1 metre, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) <p>These control measures are to encourage space between children and children and adults where possible.</p> <p>BUBBLES</p> <ul style="list-style-type: none"> • <i>Children and teachers will be in ‘Class bubbles’ for the majority of the day</i> 	<ul style="list-style-type: none"> • <i>Classroom arrangements to remain under continual review to assess whether further changes are necessary</i> • <i>Review of Behaviour Policy</i> • <i>Write Individual RAs for key pupils identified by staff</i> 	<p>SLT</p> <p>Teachers</p> <p>SLT</p>	<p>Ongoing</p>	

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		<ul style="list-style-type: none"> • <i>Children will continue to operate in 'Class bubbles' when outside of the building at play and lunchtimes</i> • <i>Children to stay in class bubbles and not to work in 'sets' across the Year Group ie. for phonics in Year 1 or 2</i> • <i>Staff can chose to wear face masks. However, the Government is not recommending universal use of face coverings in all schools. They would need to be used appropriately in order to prevent possible transmission. Staff would need to follow guidance on the safe donning and removal of any face coverings used in school (link to additional guidance (7)).</i> • <i>Teaching staff may choose to mark out an area of their classroom that sets out 2m distancing between themselves and pupils</i> • <i>Teachers to avoid 'close contact' with children and other members of staff as much as possible. Where children are distressed and require comforting, this will be managed in a manner that avoids any face to face contact.</i> • <i>Where possible staff to teach from the front, back or side of the classrooms</i> 				

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		<ul style="list-style-type: none"> • <i>Lessons planned for individual work where possible</i> • <i>Regular seating plan for when sat at tables</i> • <i>Regular seating plan for when sat on the carpet and as spread out as much as possible</i> • <i>Movement around the classroom will be as controlled as possible ie. when collecting resources or moving to and from the coat pegs</i> • <i>Maintain good ventilation in the classrooms – windows opened</i> • <i>PE lessons to be conducted outside for the at least the first half term and then reviewed</i> • <i>If areas of the classroom are designed to be used as shared workspaces, for example a real world table, then additional hygiene measures must be used – ie. rotation of materials that the children can use (being cleaned in between) and wiping down/cleaning of surfaces with appropriate products</i> • <i>The removal of excess furniture in classrooms and in corridors</i> 				

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		<ul style="list-style-type: none"> • <i>Staff and children to agree 'Success Boards' to help establish social distancing expectations in the bubble.</i> • <i>Children to be 'trained' in the concept of 'personal space' and 'social distancing' and encouraged to avoid close contact with each other as much as possible</i> • <i>Resources and activities planned to reduce shared contact and individual learning</i> • <i>Children to have their own individual resources pack or in some instances managed in such a way as to limit sharing between children</i> • <i>Staff to stay at adult height – no requirement for getting to child level for interactions</i> • <i>Interactions carried out from a distance wherever possible</i> • <i>Outdoor learning opportunities to be maximised</i> • <i>Although brief transitory contact, such as passing in a corridor to visit the toilet, is considered low risk, the children will be</i> 				

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		<p><i>'trained' in using left hand side of the corridors when walking.</i></p> <ul style="list-style-type: none"> <i>• Lunch boxes to be stored on trolleys outside each classroom</i> 				
3) Coming into contact with an individual with Covid-19	Staff and pupils	<p>The main symptoms of coronavirus are currently stated as:</p> <ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <ul style="list-style-type: none"> • If member of staff is unwell and not fit for work then they will stay at home. If they are 	<i>SLT continue to review Government guidance in order to implement any changes</i>	<i>SLT</i>	<i>Ongoing</i>	

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		<p>displaying symptoms of coronavirus they will follow self-isolation guidelines (1) and take a test ASAP.</p> <ul style="list-style-type: none"> • If a member of staff becomes unwell with symptoms of coronavirus during the day they will avoid contact with others and go home. They will follow self-isolation guidelines (1) and take a test ASAP. Other members of their household should self-isolate for 14 days from when the symptomatic individual first had symptoms. • If a child becomes unwell with symptoms of coronavirus during the day they will be isolated (designated Hub area) while waiting to be collected to go home. They will follow self-isolation guidelines (1) and take a test ASAP. Other members of their household (including siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. • If a member of staff is living in a household with someone with coronavirus symptoms they must self-isolate for 14 days from when the individual was first symptomatic. 				

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		<p>Response to any infection</p> <p>Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • Staff will book a test for coronavirus if they are displaying symptoms (5). • Staff will provide details to their local Public Health England team of anyone they have been in 'close contact' with if they test positive for coronavirus (Covid-19) or if asked by NHS Test & Trace (6). • If a member of staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (Covid-19), they can stop self-isolating. They could still have another virus and still avoid contact with others until they are better. Other members of the household can stop self-isolating. If well enough the adult can return to school. • If a member of staff tests negative but continues to have symptoms of coronavirus (Covid-19), they cannot stop self-isolating. 				

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		<p>Advice will be sought from the local health protection team.</p> <ul style="list-style-type: none"> • Parents will book a test for coronavirus if their child displays symptoms (5). • Parents will provide details to their local health protection team of anyone they have been in 'close contact' with if they test positive for coronavirus (Covid-19) or if asked by NHS Test & Trace (6). • Parents will inform the school immediately of any test results. • If a child tests negative, if they feel well and no longer have symptoms similar to coronavirus (Covid-19), they can stop self-isolating. They could still have another virus and still avoid contact with others until they are better. Other members of the household can stop self-isolating. If well enough the child can return to school. • If a child tests negative but continues to have symptoms of coronavirus (Covid-19), they 				

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		<p>cannot stop self-isolating. Advice will be sought from the local health protection team</p> <p>Manage confirmed cases of coronavirus (Covid-19) amongst the school community</p> <p>School will actively seek advice on managing incidents of positive test results from the local health protection team.</p> <ul style="list-style-type: none"> • If school is aware that a member of the school community has tested positive for coronavirus (Covid-19) they must contact the local health protection team. • If a member of staff has tested positive for coronavirus (Covid-19) they must follow the stay at home guidance (2) and self-isolate for at least 10 days from the onset of symptoms. Other members of their household should continue self-isolating for the full 14 days. • If a member of staff has tested positive for coronavirus (Covid-19) then the school will send home those people who they have been in close contact with advising them to self-isolate for 14 days. If this member of staff is in a class 'bubble' 				

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		<p>then all members of the class 'bubble' will be sent home to self-isolate for 14 days.</p> <ul style="list-style-type: none"> • Household members of those contacts who are sent home do not need to self-isolate themselves unless the contact member themselves then develops symptoms. • If a child has tested positive for coronavirus (Covid-19) they must follow the stay at home guidance (2) and self-isolate for at least 7 days from the onset of symptoms. Other members of their household should continue self-isolating for the full 14 days. • If a child has tested positive for coronavirus (Covid-19) then the school will send home those people who they have been in close contact with advising them to self-isolate for 14 days. All members of the child's class 'bubble' will be sent home to self-isolate for 14 days including members of staff. • Household members of those contacts/members of the 'bubble' who are sent home do not need to self-isolate themselves 				

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		unless the contact/'bubble' member themselves then develops symptoms.				
4) Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	Staff and pupils	<ul style="list-style-type: none"> • <i>Staff to use a system that it is understood by the children in order to ensure that one child per bubble uses the toilet at one time</i> • <i>Hand gel used after toilet use as well as washing hands in the toilet</i> • <i>additional signage in toilet re. washing hands</i> • <i>Wedges for the toilet external toilet doors if not fire doors</i> • <i>Extra soap and paper towels ordered to ensure we do not run out</i> • <i>Children 'trained' in importance of handwashing and will wash their hands frequently throughout the day</i> • <i>Clipboards sited outside each toilet to demonstrate when they were last cleaned</i> 	<ul style="list-style-type: none"> • <i>SLT responsible for monitoring the use of the toilets initially and to assess issues</i> • <i>Bubble staff to monitor effectiveness of control measures</i> • <i>Site manager to monitor stock levels of cleaning materials, soap, paper towels etc. and ensure that there is always sufficient available</i> 	SLT Bubble staff	Ongoing	

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<p>5) Lack of social distancing waiting to enter classroom in morning and collecting children in the afternoon resulting in direct transmission of the virus</p>	<p>Staff, pupils and parents</p>	<p>Additional Guidance to be adhered to by all contained in <i>Bursledon Federation Exit and Entry Plan</i></p> <ul style="list-style-type: none"> • <i>Staggered starts and ends to the school days to keep groups apart</i> • <i>Parents will be informed that they are not allowed to enter the classrooms at drop off and pick up times</i> • <i>Advice shared with parents re. maintaining social distancing when travelling to and from school and on the school grounds. Non-compliance with rulings could result in being banned from the school site.</i> • <i>One parent only to drop/pick-up children and discourage being accompanied by siblings</i> • <i>Instructions shared re social distancing between families in the morning with parents and children</i> • <i>Signage for parents and children displayed outside the classroom</i> • <i>HT & SLT to be on duty to supervise</i> 	<ul style="list-style-type: none"> • <i>SLT to monitor routines and make changes where necessary</i> 	<p>SLT</p>	<p>Ongoing</p>	

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6) Risk of spreading virus due to poor pupil hygiene resulting in indirect transmission of the virus	Staff and children	<ul style="list-style-type: none"> • <i>Wearing of face masks is not recommended – ‘Primary school children will not need to wear a face covering.’</i> • <i>If children arrive at school wearing face mask they will be asked to place these in a plastic bag that will be sealed until the end of the school day when the mask will be returned.</i> • <i>Hand gel dispensers at the threshold of each classroom</i> • <i>Hand gel ordered in large quantities</i> • <i>Handwashing PHSE lessons, songs and rhymes</i> • <i>Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</i> • <i>Washing hands posters in all washing areas</i> • <i>Reminders how to wash hands properly – videos and posters</i> • <i>Procedure agreed for children to wash hands so thorough hand washing</i> 	<ul style="list-style-type: none"> • <i>SLT to monitor the implementation of the control measures</i> • <i>CH to monitor the levels of cleaning products in conjunction with Site Staff</i> • <i>Order and distribute freezer bags</i> 	<p><i>SLT</i></p> <p><i>Teachers</i></p> <p><i>CH</i></p> <p><i>Jack and Sue</i></p>	<p><i>Ongoing</i></p>	

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		<p><i>Promotion of good respiratory hygiene through the 'catch it, kill it, bin it' approach</i></p> <ul style="list-style-type: none"> • <i>Provide stocks of disposable tissues in classrooms</i> • <i>Provide a lidded bin in each classroom near the exit – this will be emptied during the day</i> • <i>Staff members will avoid touching their mouths, eyes and noses when in school and encourage children to do the same.</i> • <i>Staff will cover their mouths and noses with disposable tissues when they cough or sneeze</i> • <i>If tissues are not available staff should sneeze into the crook of their elbow, not into their hands.</i> • <i>Staff will then immediately clean their hands with soap and water or hand sanitiser</i> • <i>Staff members will expect children to follow the same hygiene habits as above</i> 				

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7) Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	Staff and pupils	<ul style="list-style-type: none"> • Staggered playtimes and/or allocated play area in the first instance • Reduced playtime equipment – hard surfaces and can be easily cleaned. Equipment allocated to each bubble and not shared across the Year Group • Games discussed which encourage social distancing • Staff supervision throughout – actively encouraging and insisting on social distancing • Lunchtimes to be staggered. Each bubble to have an allocated lunchtime supervisor. 	<ul style="list-style-type: none"> • SLT to monitor the effectiveness of the arrangements 	<ul style="list-style-type: none"> • SLT 	Ongoing	
8) Lack of social distancing when eating lunch resulting in direct transmission of the virus	Staff and pupils	<ul style="list-style-type: none"> • Children eat in their classrooms spaced apart or in the outside environment spaced apart • Lunchtimes will be staggered and outside areas designated for each class bubble • Children will eat their own packed lunches. School dinner will be cold options only • Meals brought to their classrooms 	<ul style="list-style-type: none"> • Monitor effectiveness of provision and outside spacing arrangements 	<ul style="list-style-type: none"> • Bubble staff • SLT 	Ongoing	

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		<ul style="list-style-type: none"> • <i>Hot meals will be trialled by the new to Year R intake. Children will eat spaced out in the hall.</i> 				
9) Contact of shared resources resulting in indirect transmission of the virus	Staff and pupils	<ul style="list-style-type: none"> • <i>Resources washed in a bleach-based solution regularly</i> • <i>Tables, door handles and other surfaces cleaned with bleach-based solution every night</i> • <i>Tables and other surfaces cleaned at lunchtime before children eat</i> • <i>Anti-viral spray to be safely stored in each room and used as and when needed by staff members</i> • <i>Resources on tables ready for lesson and children have restricted choice of resources</i> • <i>Children encouraged to wash hands / use hand gel before lessons and after each lesson</i> • <i>Outdoor resources restricted each day and outdoor area separated between 2 classes</i> 	<ul style="list-style-type: none"> • <i>Bubble staff to maintain routine and report on issues to SLT</i> • <i>SLT to finalise timetable for lunchtime cleaning</i> • <i>JS to create COSH paperwork for local storage of cleaning materials</i> 	<ul style="list-style-type: none"> • <i>Bubble staff</i> • <i>SLT</i> • <i>Site Staff</i> 	Ongoing	

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		<ul style="list-style-type: none"> • <i>Soft toys and furnishes including bean bags removed from the classroom before opening</i> • <i>Outdoor playground equipment allocated to the group of children and cleaned weekly</i> 				
10) Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	Staff, including cleaning staff carrying out their duties, and pupils	<ul style="list-style-type: none"> • <i>Meeting between SLT and Site Manager/Assistant to discuss cleaning regime</i> • <i>Meeting between SLT, Site Manager/Assistant and cleaners to ensure implementation of the necessary actions</i> • <i>Cleaning staff to wear disposable or washing up gloves and aprons when cleaning. These will then be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</i> • <i>cleaning in an area with disinfectant after someone with suspected Covid-19 has left – these areas will be ‘deep cleaned’ and staff to wear additional protection ie. a face mask</i> • <i>if an area has been heavily contaminated, such as with bodily fluids, from a person with Covid-19, or suspected Covid-19 (ie. they were</i> 	<ul style="list-style-type: none"> • <i>SLT to monitor the implementation of the control measures</i> • <i>CH to monitor the levels of cleaning products in conjunction with Site Staff</i> • <i>Bubble staff to maintain routine and report on issues to SLT</i> • <i>Monitor the supply of PPE and cleaning equipment</i> • <i>SM to define ‘deep cleaning’ and cascade to staff</i> 	<ul style="list-style-type: none"> • <i>SLT</i> • <i>Teachers</i> • <i>CH</i> • <i>Jack and Sue</i> • <i>Bubble staff</i> 	Ongoing	

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		<p><i>displaying symptoms when in school) cleaning staff will wear additional protection for their eyes, mouth and nose, as well as wearing gloves and an apron</i></p> <ul style="list-style-type: none"> • <i>All waste to be stored and disposed of as directed within the guidance referenced above</i> • <i>Cleaning staff to wash hands for 20 seconds with soap and water after removing PPE ie removing gloves</i> • <i>A member of site staff to be on call all day to clean 'high touch' areas such as door handles and to clean the toilets a minimum of 3 times daily (see cleaning rota)</i> • <i>All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton</i> • <i>PPE will be worn by all cleaning staff</i> • <i>Some resources will be rotated and left to decontaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</i> 				

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		<ul style="list-style-type: none"> • <i>Soft furnishings and soft / cloth toys will be removed from use in classrooms</i> • <i>Clipboards sited outside each toilet and classroom detailing cleaning regime and the time cleaning took place</i> 				
<p>11) Risk of spreading virus due to close contact with children – 1:1, comforting and physical restraint resulting in direct transmission of the virus</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> • <i>If necessary seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments</i> • <i>Masks/visors purchased if needed and available to staff</i> • <i>Extra disposable aprons ordered</i> • <i>Extra gloves ordered</i> • <i>Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</i> • <i>PPE offered to staff for those working close with children</i> 	<ul style="list-style-type: none"> • <i>SLT to monitor the implementation of the control measures</i> • <i>CH to monitor the levels of equipment</i> • <i>Some visors also ordered if needed</i> 	<p><i>SLT</i> <i>Teachers</i> <i>CH</i></p>	<p><i>Ongoing</i></p>	

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12) Emotional distress of the staff – including anxiety	Staff	<ul style="list-style-type: none"> • <i>Inclusion in risk assessment process – input into hazard identification and control measures</i> • <i>Staff seating areas</i> • <i>Online counselling service available free and can be accessed at home or school.</i> • <i>PDM – virtually – to discuss concerns and shared control measures</i> • <i>Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</i> • <i>Refreshments available free throughout the term</i> • <i>An SLT member designated for bubble as a point of contact</i> • <i>Planned time for planning and preparation on a Friday when staff are not expected in school</i> • <i>PPE masks / face coverings / visors offered to staff working with children</i> 	<ul style="list-style-type: none"> • <i>SLT to monitor the wellbeing of staff</i> • <i>Add online counselling service phone number to whiteboards in staff rooms</i> 	• SLT	Ongoing	

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13) Emotional distress of the children	Pupils	<ul style="list-style-type: none"> • <i>ELSA staff to be available to support children from a distance</i> • <i>2 metre social distancing ELSA provision available for children who are distressed</i> • <i>PSE and emotional needs of the children to be prioritised in the first weeks. Familiarisation with routines and becoming comfortable with their environment</i> • <i>Comfort given from a distance – at adult height and hand gel used after if needed. Where children are distressed and require comforting, this will be managed in a manner that avoids any face to face contact.</i> 	<ul style="list-style-type: none"> • <i>SLT to monitor the impact of provision in conjunction with Bubble staff</i> 	<ul style="list-style-type: none"> • <i>SLT and Bubble Staff</i> 	<i>Ongoing</i>	
14) Transmission of virus to members of staff, including office staff, working within the school and in proximity to pupils, parents and staff	Office staff and bubble staff	<ul style="list-style-type: none"> • <i>signage and floor marking across the school to reduce the risk of staff coming in close physical contact with each other</i> • <i>Photocopier will be available to one person at a time and sectioned off so that no one else is close to the person using it</i> • <i>There will be no 'hot desking' within the office</i> 	<ul style="list-style-type: none"> • <i>SLT to monitor implementation</i> • <i>Office staff to report on outcomes</i> • <i>JS to tape off areas to indicate where people can stand/move</i> 	<ul style="list-style-type: none"> • <i>SLT</i> 	<i>Ongoing</i>	

Site Name: *Bursledon CoE Infant School* Date: *1.9.20*

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • <i>Other members of staff will not be able to enter the office area</i> • <i>The staff room will have reduced seating capacity to prevent adults from having close contact for prolonged periods of time.</i> • <i>Staff will communicate with office staff by phone or email as much as is possible</i> • <i>Parents will be told that they are not allowed on site without phoning ahead to make an appointment and cannot use staff toilets</i> • <i>If someone approaches the school front desk they will be asked to wait in the vestibule</i> • <i>Staff toilets will be one person at a time and a system established to ensure that this can happen</i> 				
15) Risk from spreading the virus during first aid procedures	Staff and pupils	<ul style="list-style-type: none"> • <i>First Aid kits to be retained in each bubble for staff to treat minor medical injuries locally</i> • <i>PPE equipment to be retained in each bubble in order for staff to wear when administering First Aid</i> 	<ul style="list-style-type: none"> • <i>SLT & CH to monitor the availability of PPE equipment and First Aid materials</i> 	<ul style="list-style-type: none"> • <i>SLT & CH</i> 	<i>Ongoing</i>	

Site Name: *Bursledon CoE Infant School* Date: *1.9.20*

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • <i>First Aid room only to be used for non-Covid-19 illnesses. Soft furnishings (quilt/toys) to be removed. Isolation room for suspected Covid-19, Hub.</i> • <i>First Aiders to wear PPE when treating a child or adult within 2 metres.</i> 				
<p>16) A lack of general site cleanliness – including risks associated with trespassers visiting the site overnight – that could</p>	<p>Staff and pupils</p>	<ul style="list-style-type: none"> • <i>Site manager and assistant site manager to ensure that cleaning regimes across the schools are of a high standard and to maintain the general tidiness of the site</i> • <i>Use of cleaning logs on clipboards to check</i> • <i>Prior to school starting each day there will be a 'litter sweep' of the outside of the school site. This will also be an opportunity to check for any damage to school property caused by intruders overnight</i> • <i>All rubbish to be cleared and damage repaired. Changes to routines may be necessary in reaction to findings and reported on to SLT</i> • <i>Site Manager to contact Kestrel Guards and Police to report ongoing issues with intruders to the site</i> 	<ul style="list-style-type: none"> • <i>Site Manager to continue to liaise with Police and security firm</i> 	<ul style="list-style-type: none"> • <i>SLT</i> • <i>CH</i> • <i>JS</i> 	<p><i>Ongoing</i></p>	

Site Name: Bursledon CoE Infant School Date: 1.9.20

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
17) Risk of transmission between children/adults in Breakfast Club, After-School Club and during extra-curricular clubs	Staff and pupils	<ul style="list-style-type: none"> • Breakfast club to be sited both in the Infants and Junior halls. Children to be split into Year Groups. • Breakfast club numbers to be restricted initially and built up gradually. • Recruitment of additional staff to cover Breakfast club and ensure supervision of children • Children will not be able to book on an adhoc basis but for set lengths of time • Social distancing observed in clubs • Seating will be socially distanced • Close contact avoided between children/children and children/adults and adults/adults • Staff trained in food hygiene • Creative Kidz to provide its own localised Risk Assessment that is signed off by the schools • All external clubs to provide their own Risk Assessments that are signed off by the schools 	<ul style="list-style-type: none"> • SLT and club leadership to monitor the provision and ensure that the risk assessment is being adhered to 	<ul style="list-style-type: none"> • SLT 	Ongoing	

- (1) <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- (2) <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

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- (3) <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- (4) <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- (5) <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
- (6) <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
- (7) <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Risk Assessor R C Partridge	Signature <i>Richard Partridge</i>	Date 1.9.20
Responsible Manager	Signature	Date

Date Reviewed	Signature	Role

Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion

Site Name: *Bursledon CoE Infant School* Date: *1.9.20*

		High				
		Medium				
		Low				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date
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