

Benington School Risk Assessment Form

Date of Assessment: September 2020

Anja Tyler – Head Teacher

Review – September 2022

Donna & Kelsey – ASC Staff

Extended Services Provision –After School Club Provision

Important Note:

- Please read this risk assessment in conjunction with the risk assessments already completed prior to the outbreak of COVID-19, the COVID 19 Staff handbook and up to date government guidance. These are additional measures which have been risk assessed to prevent the spread of infection and maintain social distancing as recommended in the government guidance.
- The safety of our children, staff and parents is our prime consideration throughout this time. Please note that any reference to ‘staff’ in this document refers to every member of staff in school regardless of their individual role.

What is the Hazard?	What is the Potential Harm?	Who is at Risk?	Controls In Place	Likelihood after controls	Severity after controls	Risk Rating after controls	Further Potential Controls
Quantity of children attending the provision.	Due to the number of children requiring the provision and the need to maintain social distancing measures where possible.	Pupils Staff	<ul style="list-style-type: none"> • All wrap around Provision will take place in Beech Class. • After School club will form ‘consistent bubbles’ for each day. The number of children able to attend this provision has been capped at 20 and this is our considered ‘safe number’ for the provision. 	Low	Medium	Medium	
Extended Provision Environment.	The current layout and set up do not allow for hand washing to be adhered to and therefore increase the risk of the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> • We have changed the location to allow for social distancing to be maintained. • Cloakrooms not to be used during the duration. Children to place coat on allocated chair back. • Windows need to be open at all times where possible to aid ventilation. Appropriate supervision is in place. • Clear signage to be displayed promoting social distancing. 	Low	Medium	Medium	
Corridors and Walkways	Groups of children and staff	Pupils Staff	<ul style="list-style-type: none"> • Children and staff to enter AS provision from the external door straight into the classroom. 	Low	Medium	Medium	

	congregating risking an increase in the spread of infection.		<ul style="list-style-type: none"> • When staff/parents are dropping children off and collecting they are to avoid entering the school building • Appropriate signage is in place to clarify circulation routes. • Pupils are regularly briefed regarding observing social distancing guidance and where they are allowed. • Appropriate duty rota and levels of supervision are in place. 				
Equipment and shared resources.	Children using the same resources that could pass on the virus.	Pupils	<ul style="list-style-type: none"> • Children in the ASC Provision will have sets of resources that belong to them. These resources will not include any soft toys or fabrics, intricate toys or toys which could potentially trap the virus. • Where possible children will not take resources to and from school. Children will not share devices and are only permitted to use their own devices. • Children may have brought packed lunch boxes from home along with reading books. These will remain with the child for the duration of the session, ensuring they do not come into contact with others. • Each 'bubble' will have a range of books to choose from each week. These books will be distributed amongst the children within the bubble. At the end of the week, all books will be placed in a box and will remain there for 7 days before being re-used. 	Medium	High	High	
Access to drinking water.	Children gathering to use water dispensers.	Pupils Staff	<ul style="list-style-type: none"> • Children will bring in their own water bottles that will be kept with their own resources. 	Low	Low	Low	
Food and snacks	Children bringing snacks from home and cross-contamination occurring.	Pupils Staff	<ul style="list-style-type: none"> • Children can bring food or snacks from home for the ASC. This is not to be shared and will be eaten at their own seat. • Snacks will be provided by the school for all pupils attending the provision. • Pupils will wash their hands for 20 seconds before and after any food consumption All packaging will be 	Low	Low	Low	

			<p>disposed of at the end of the meal times</p> <ul style="list-style-type: none"> • Areas to be cleaned down before and after every meal time. 				
Drop off and Collection of Children	Large groups of parents gathering together increasing risk of spreading the virus.	Pupils Staff Parents	<ul style="list-style-type: none"> • To prevent parents gathering and the uncertainty of when parents will be arriving and leaving ASC they are being given set times for collections • Parents/carers can collect from 5.00pm and they will stand at a distance on the playground. • No parents are allowed in school building – with social distancing guidelines being reinforced at entrances and exits through signage and floor/ground markings • Reminders to parents on the importance of adhering to social distancing measures at the arrival and departure times. 	Low	Medium	Medium	
Children entering school who may have signs/symptoms of Covid 19	Children enter school with signs/symptoms and pass on the virus.		<ul style="list-style-type: none"> • A table will be set up at the entrance to ensure each child anti-bacs their hands on arrival. Children displaying any signs/symptoms will be sent home immediately and asked follow guidance. • Children who present signs whilst in school will be taken to the reflection room and quarantined there till collection. The child will then be asked take a Covid 19 test. If positive they will be asked to follow current guidance. • Staff must wear full PPE whilst supporting the child. • All areas will be thoroughly cleaned in which the child has been and a deep-clean carried out. 	Medium	High	High	
Toilets/Toilet Breaks for children	Children gathering in toilet queues.	Pupils	<ul style="list-style-type: none"> • Pupils know that they can only use one toilet at a time. • Pupils are encouraged to access the toilet throughout the provision to avoid queues. • The toilets are cleaned frequently at different points throughout the day, prior to the extended services provision and afterwards. • Monitoring by cleaning staff to ensure a constant 	Low	Medium	Medium	

			<p>supply of soap and paper towels are available.</p> <ul style="list-style-type: none"> • Bins are emptied regularly. • Pupils are reminded regularly how to wash hands and young children are supervised in doing so. • Posters are displayed and rhymes are taught to support children in the handwashing process. 				
Uniforms/School Clothes.	The transmission of the virus through fabrics	Pupils Staff	<ul style="list-style-type: none"> • Children to come to school in uniforms. Children to bring a coat to school that has to be placed on the back of their chairs whilst in ASC Service provision. No cloakroom facilities to be used. • Staff need to wear the PPE provided by school which consists of gloves and face mask/visors if in close contact with children 	Low	Low	Low	
Main Reception Area	Gathering of parents wanting to pay fees and speak to the receptionist.	Staff Visitors	<ul style="list-style-type: none"> • PPE is provided • The Reception Area is closed to all pupils and parents • Parents are advised to ring school or email with any concerns or issues they may have. • Parents are asked to pay all fees through the online payment system or through childcare vouchers. • Anti-bac gel and spray will be provided on the main desk. • A glass screen in in place to protect the Receptionist with guidance of social distancing and controlling the spread of infection measures clearly displayed. 	Low	Low	Low	
Accidents/Trips and Falls	Close contact and unable to maintain social distancing guidelines.	Pupils Staff Parents	<ul style="list-style-type: none"> • If a child has an accident on site, staff need to continue to deal with the situation following the school's procedure, however, staff need to ensure they are wearing all their PPE and that once they have finished they wash their hands for 20 seconds and put on new gloves. • Visors to be provided. • Accident forms to be completed as normal. 	Medium	High	High	

Handwashing	Children do not wash their hands regularly.	Pupils Staff	<p>Posters and the slogan, 'Catch It, Kill it, Bin it' are displayed to reinforce the need to wash hands regularly and frequently.</p> <ul style="list-style-type: none"> • Staff to reinforce the importance of handwashing through stories and rhymes. • Staff to provide children with sanitiser/soap to wash their hands. 	Low	Medium	Medium	
Cleaning	Areas are not cleaned regularly enough leading to the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> • An enhanced cleaning plan has been agreed and implemented which minimises the spread of infection, ensuring areas are cleaned throughout each day not just at the end of the day. • Areas around school have been restricted to prevent the spread of infection. • Consistent cleaning and wiping down of surfaces, door handles, tables, switches, resources – basically anything the children are touching, regularly throughout the day. There is anti-bacterial spray and towel on a roll provided. • Bins to be emptied at regular intervals, if they are getting full throughout the day. • Cleaning Staff work hours and areas have been changed to minimise the spread of infection. • A deep-clean of the school to take place before children return. 	Low	Medium	Medium	