

Blackpool Council Risk Assessment Form

Directorate: Children' Services

Date of Assessment: 06/07/20

Section: Education

Assessment Team: Karen Appleby – Head Teacher
Lucy Cross – Deputy Head Teacher

Name of School/Establishment: Kincaig Primary School and Nursery

Extended Services Provision – Breakfast and 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 and the COVID 19 Staff handbook. 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 Extended Services Provision will take place in a designated area of space. This will be the school hall. – This area of space will only be used for the Extended Services provision. • Breakfast club and After School club will form two separate 'consistent bubbles.' This has been done to ensure and reduce the number of parents using other providers. • The number of children able to attend this provision has been capped at 25 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 social distancing to be adhered to and therefore increase the risk of the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> • The current space used for Extended Services provision will not be used for the foreseeable. We have changed the location to enable there to be more physical floor space and it has been remodelled, with chairs and desks in place to allow for social distancing to be maintained. • All immersive resources, soft furnishings, fabrics and materials have been removed. • Cloakrooms not to be in use 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. • All additional furniture, stage and spare chairs to be moved to the corner of the hall to prevent usage. • Clear signage to be displayed in the school hall promoting social distancing. 	Low	Medium	Medium	
Corridors and Walkways	Groups of children and staff congregating in walkways and corridors, risking an increase in the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> • Children and staff to enter extended services provision from the external hall doors, straight into the hall. • When staff are dropping children off and collecting at beginning and end of day, staff to use external classroom door entrances to avoid entering the school building and again enter through external hall door. • Circulation plans to be reviewed and revised. • Corridor use reduced, only access needed for the toilets. Restricted to one corridor space (space corridor) • Appropriate signage is in place to clarify circulation routes. • Pupils are regularly briefed regarding observing social distancing guidance and where they are allowed. 	Low	Medium	Medium	

			<ul style="list-style-type: none"> • 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 will all have their own personal resources which will remain within their allocated space within their allocated room i.e stationary. • Children in the Extended Services Provision will have sets of resources that belong to each bubble. These resources will be sterilised at the end of each day. 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. However, IPADs will go home on a daily basis. On entry to Breakfast club and Afterschool club, these will be disinfected and wiped down and this will be repeated. 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"> • Water dispenser not to be used. • Children will have access to fresh water every day. • 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 are not permitted to bring any food or snacks from home for the Extended Provisions. All food and snacks will be provided by the school for all pupils attending the provision. • Pupils will be encouraged to wash their hands for 20 seconds before and after any food consumption and where possible the use of disposable cutlery and packaging will be used to prevent the spread. • All packaging will be disposed of at the end of the meal times, double bagged and emptied. • Areas to be cleaned down before and after every meal time. 	Low	Low	Low	
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 school. Parents are being given set times for drop off and collections, if they wish to access the service. • Breakfast Club will drop off at 7.45am only at the car park entrance gate • After School Club will collect at 5.20pm only at the car park entrance gate. • The use of available entrances and exits are maximised. Using all external gate entrances. • 1 adult only to drop off and collect children to reduce amount of people congregating– parents have been informed of this. • No parents are allowed on school site – with social distancing guidelines being reinforced at entrances and exits through signage and floor/ground marking, including external drop off and pick up points. • Staff will collect children from the front of the school gate and walk to and from the hall, entering through external doors. This will reduce the risk of children huddling together and 	Low	Medium	Medium	

			<p>maintaining social distancing.</p> <ul style="list-style-type: none"> • Weekly reminders to parents on the importance of adhering to social distancing measures at the arrival and departure times. • Supervision of social distancing on arrival led by members of SLT to ensure parents are adhering to the measures. 				
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 main gate to ensure each child anti-bacs their hands on arrival. Children displaying any signs/symptoms will be sent home immediately and asked self isolate for 7 days and to go and have a COVID test. If the test is negative they are able to return to school when they feel well to do so. If the test is positive they will be told to self-isolate for 14 days along with any member of their household. • Children who present signs whilst in school will be taken to the Oasis room and quarantined there till collection. The child will then be asked to again go and take a Covid 19 test. If positive they will be asked to self-isolate for 14 days along with any member of their household and the children and staff within the 'bubble' they are in. If found to be negative, the child may return to school once well enough to do so. • Staff must wear full PPE whilst supporting the child along with a visor. • 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"> • The Extended Services 'bubbles' have been allocated a specific set of toilets to use to avoid overcrowding and long queues in the toilet areas. These will be the 'Main Toilets' on the space corridor. • Floor markings are in place to enable social distancing whilst waiting to go to the toilet if 	Low	Medium	Medium	

			<p>necessary.</p> <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 supply of soap and paper towels are available. • 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. Parents will be advised on the importance of washing the school uniforms regularly and how the germ can last on clothing for 72 hours. Where possible children need a fresh set of uniform on daily. • Children to bring a coat to school that has to be placed on the back of their chairs whilst in Extended Service provision. No cloakroom facilities to be used. • Staff need to ensure they wash their clothes at the end of every day and have shower when they get home. • Staff need to wear comfortable clothing that is smart with no jeans allowed, in line with the school policy. • Staff need to wear the PPE provided by school which consists of gloves, plastic apron and face mask/visors. 	Medium	Medium	Medium	

Use of public transport to get to and from school.	The transmission of the virus.	Pupils Staff Parents	<ul style="list-style-type: none"> • Where possible, parents and staff will be advised not to use public transport to get to and from school. • Staff/Children who are using public transport to get to and from extended school provision should change into their school uniform on arrival. The clothes used to travel in should be placed in a carrier bag/bin bag and tied. This should then be placed inside another bag and sent home with the child. 	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 and needs to be worn by the receptionist. • The Reception Area is closed to all pupils and parents on a daily basis. • Parents are advised to ring school or contact through Facebook 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. • If a parent is insistent on wanting to speak to a member of staff, an appointment will be made and arrangement to ensure that all parties adhere to social distancing measures when entering the site. 	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 schools procedure, however, staff need to ensure they are wearing all their PPE and that once they have finished they wash their hands 	Medium	High	High	

			<ul style="list-style-type: none"> for 20 seconds and put on new gloves. • Visors to be provided in extreme situations. • Accident forms to be completed as normal. 				
Handwashing	Children do not wash their hands regularly.	Pupils Staff	<ul style="list-style-type: none"> • All staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters and the slogan, 'Catch It, Kill it, Bin it' are displayed to reinforce the need to wash hands regularly and frequently. • Staff to reinforce the importance of handwashing through stories and rhymes. • Staff to provide children with sanitiser/soap to wash their hands. • SLT/Class Teachers to monitor the extent to which handwashing is taking place on a regular and frequent basis. 	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	

