

## RISK ASSESSMENT FORM

Workplace	Chiddingly Primary School	Department	
Risk Assessor	Kayleigh Vile (HOS) Paul Herdman (Site Manager) James Procter (Exec. Headteacher)		
Room/Area	Hall		
Activity/Task	Breakfast club	Date	September 2020 onwards
Benefit of activity	Before school provision for working parents		

### What are the significant, foreseeable, hazards? (the dangers that can cause harm)

- Potential contamination of resources
- Social distancing guidelines not being adhered to
- 'Bursting' of social bubbles

### Who is at risk?

Parents, staff and children

### Current control measures (what is already in place/done)

- Children and staff to not attend breakfast club (or school) if anyone involved is unwell in any way. This includes members of their households as they will need to self-isolate if members of their household are displaying **any** of the three main symptoms for COVID-19
- Children wishing to attend any clubs must pre book and pay in advance or they will not be allowed to join the club. This is to ensure proper planning and preparation can be put in place for the correct number of children attending the club.
- Face masks are to be worn by adults in shared areas eg on entering school, in the corridors/halls during times of transitions **and** when 2m social distancing with adults cannot be maintained.
- **Adults working with different groups of children to have the option to wear a mask or be offered a clear visor/face mask. 2m social distancing should be adhered to wherever possible.**
- All members of club to sanitise hands on entry and exit and wash hands before and after eating.
- **Room to be well ventilated.**
- Breakfast club leader to have access to antibacterial spray and cleaning products to wipe down tables, chairs and any equipment used during the club as soon as is possible after the session has ended.
- Children attending the club should, wherever possible, remain in their 'bubbles' and avoid sharing unsanitised equipment between bubbles.
- 'Catch it, bin it, kill it' adhered to and tissues available with appropriate disposal
- If members of the club show any symptoms during their visit, usual protocol to be followed.
- Breakfast club leader to ensure that equipment is not shared between bubbles wherever possible.
- Breakfast club leader to wear gloves when handling food and serve chn at their tables to avoid chn moving around the room.

Please mark appropriate number (1 = very low, 5 = very high) and Risk Priority Rating

Likelihood : 1 <b>2</b> 3   4   5	Severity : 1   2   3 <b>4</b> 5
Risk (Likelihood x Severity)	
Risk Rating	<b>Low (1 – 8)</b> Medium (9 – 14)   High (15 – 25)

### What additional control measures can be put in place to reduce the risk further?



- Parents and staff to have access to the risk assessment before making decisions about whether to send their child to breakfast club.
- Children to stay seated in their bubbles to avoid 'bursting' bubbles when walking around the hall.

Revised Risk Rating (L) x (S) =	<b>Low (1 – 8)</b> Medium (8 – 14)   High (15 – 25)
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### Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed


#### Signature and review

<b>Name of Manager:</b> James Procter	<b>Signature of Manager:</b> 	<b>Date:</b> 16 <sup>th</sup> September 2020
<b>1<sup>st</sup> review undertaken on:</b> 24 <sup>th</sup> February 2021	<b>Signature of Manager:</b> 	<b>Date:</b> 24 <sup>th</sup> February 2021
<b>2<sup>nd</sup> review undertaken on:</b>	<b>Signature of Manager:</b>	<b>Date:</b>
<b>3<sup>rd</sup> review undertaken on:</b>	<b>Signature of Manager:</b>	<b>Date:</b>

Likelihood (L)	X	Severity (S)
Almost Impossible	1	Insignificant (minor injury, no time off)
Unlikely	2	Minor (injury and up to 7 days off)
Possible	3	Moderate (injury causing more than 7 days off)
Likely	4	Major (death or serious injury)
Almost Certain	5	Catastrophic (multiple deaths)
<b>Low = 1-8</b>	<b>Medium = 9-14</b>	<b>High = 15-25</b>