

BUCKINGHAMSHIRE COUNTY COUNCIL

RISK ASSESSMENT

SCHOOL: Manor Farm Community Infant School After school Club

NAME OF ASSESSOR(S): Paula Coppins

DATE OF ASSESSMENT: 3rd March 2021

What are the hazards?	Who might be harmed and how? (Who is at special risk?)	What are you already doing? (Current control measures, including those for people at special risk)	What further action is necessary? (Further control measures)	Action by whom	Action by when	Done
COVID-19 Clinically vulnerable pupils, parents and staff	Clinically vulnerable pupils and staff	The Government UK guidance from February 2021 is that some people have been advised to shield until 31 st March 2021. If this is the situation for any pupil or staff member they are to advise Mrs Coppins and inform them of their intended actions.	Should there be a local or national spike in the coronavirus we will update this risk assessment according to updated Government advice. A plan for a school local lockdown is in place. This will affect ASC in the same way as school if needed to action. Any child in this situation to complete health assessment with their GP	Parents and staff	Ongoing Ongoing	

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	<p>All children with asthma and any other underlying medical conditions</p> <p>All children and young people should continue to shield until 31March.</p>	<p>Keep rooms well ventilated.</p> <p>Pupil to have in date inhalers at all times</p>		<p>Parents to ensure inhalers are in school and in date</p> <p>GP to carry out risk assessment with child/parent or staff member.</p>		
<p>COVID-19</p> <p>Attendance at school</p>	<p>All pupils and staff may contract COVID 19 through contact with other pupils and staff</p>	<p>Pupils must not attend ASC if they or any member of their household is displaying symptoms of COVID-19 including temperature a dry cough or a loss of, or change in their normal sense of taste or smell, must isolate 14 days and seek a test following the guidance from the government.</p> <p>Following government guidelines, ASC will not monitor the temperature of children.</p>	<p>ASC will not accept pupils who have had symptoms or whose household have had symptoms until the period of isolation is over or a negative test result has been received.</p> <p>Parents must not give children Calpol or similar to reduce temperature before sending their child to school.</p>	<p>Parents</p> <p>Headteacher and Sue Hurst</p> <p>Parents</p> <p>ASC staff</p>	<p>Ongoing</p> <p>Ongoing</p>	

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COVID-19 Social distancing/groups	All pupils and staff may contract COVID-19 through contact with pupils and staff	<p>The same Bubbles will be kept in after school club as are established in school.–</p> <p>Bubble 1 – Ash, Oak and Elm classes</p> <p>Bubble 2- Beech, Willow, Spruce classes</p> <p>Bubble 3 – Larch, Chestnut classes</p> <p>Bubble groups to play together and remain apart from other bubbles..</p> <p>Hall to be divided and regularly cleaned</p> <p>No more than 2 children will be in the toilet blocks at the same time. The toilets will be cleaned throughout the day.</p> <p>Consistent staff member to remain with each Bubble as much as is practicable.</p>	<p>Adults not in the Bubble to keep contact with children minimal and maintain a distance of 1 metre plus from children where this is possible.</p> <p>Toilets cleaned throughout the day</p>	<p>Headteacher and school staff</p> <p>Caretaker and cleaners</p>		
COVID-19 Uses of spaces	All pupils and staff may contract COVID-19 through contact with pupils and staff	<p>Classes to remain in outside as much as possible in separate areas for each bubble.</p> <p>All children will be encouraged to stay at a distance where possible</p>	ASC to be outside as much as possible	ASC staff		

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		<p>Outdoor areas will be allocated to each bubble to allow for distancing of groups.</p> <p>When indoors ASC will be in the hall in 3 marked areas to enable each bubble to have their own space</p>				
COVID-19 Use of equipment	All pupils and staff may contract COVID-19 through contact with pupils and staff	<p>Different bubbles are not to use the same equipment and toys within 72 hours unless cleaned between bubbles.</p> <p>Soft toys and soft furnishings that are difficult to clean will not be used</p> <p>Normal daily cleaning will continue to take place daily and all equipment will be cleaned before it is used by another bubble.</p> <p>Children who are in ASC after 4.15pm will receive a snack. This will be a piece of fresh fruit, 2 plain biscuits and water or milk.</p>	<p>Each Bubble will use separate equipment.</p> <p>The snack when possible will be eaten outside and the water will be given in named water bottles. Milk will be in disposable cartons.</p>	Staff	<p>Ongoing</p> <p>Ongoing</p>	
COVID-19	All pupils and staff may contract COVID-	Movement around the school indoors to be kept to the minimum – use of	Groups wait for a clear pathway before beginning transition	Staff	Ongoing	

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Movements around the school	19 through contact with pupils and staff	<p>outside routes for transitions to maximise space</p> <p>Pupils not to transition as a group if another group is in the corridor/close proximity</p> <p>Where safe and practical to do so, doors and windows to be open to improve ventilation and reduce the need to touch door handles</p>				
COVID-19 Hygiene	Pupils and staff must follow hygiene procedures to minimise risk of the transmission of COVID-19	<p>Supervised handwashing routine to be followed at least on entry to ASC, after playtimes and before snack.</p> <p>Adults to regularly check cleanliness of toilets and check whether children have washed their hands after visiting the toilet</p> <p>Children encouraged to follow 'catch it, bin it, kill it' with coughs, sneezes and runny noses.</p> <p>Tissues placed straight in bin which is emptied daily</p> <p>Staff assisting children to use the toilet or to change nappies</p>	PPE must be worn by staff when changing nappies.	ASC staff	Ongoing	
COVID-19 Social distancing measures- adults	Parents, pupils, staff and visitors may contract COVID-19 due to the opening of the school site	<p>Bubbles to have staggered finish times</p> <p>Children will be collected from the main gate. Each bubble will have an early collection and late collection.</p>	Parents should remain 2m distance from other parents and should not crowd the entrances.	Parents	Ongoing	

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		<p>There will be no collections allowed in between these times.</p> <p>Parents should stand behind drop off and collection points</p> <p>Following government guidance parents are not allowed on the school site without prior appointment.</p> <p>Visitors to the school site to be limited to those required to keep the school open and safe and provide educational requirements (eg plumber, speech therapist, students)</p>	<p>Staff and parents may communicate via telephone or email. Please telephone to convey urgent messages.</p> <p>All visitors to the site must maintain 2m social distance from staff members at all times.</p> <p>All visitors are to abide by our risk assessment.</p> <p>All visitors to wash hands when they arrive at school</p>	<p>Parents/ staff</p> <p>Headteacher</p> <p>Visitor</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>COVID -19 Infection control</p>	<p>Pupils and staff are at risk of contracting COVID-19 if a pupil or staff member becomes ill on site</p>	<p>If a child becomes ill on site with any symptoms relating to COVID-19, then the pupil will be isolated in the first aid room with an adult with appropriate PPE, whilst parents are contacted to collect the child. In an emergency, 999 will be called. The first aid room will be disinfected after</p>	<p>Staff members will wear PPE including a face mask and gloves while caring for the pupil.</p> <p>If there is a suspected case in a Bubble, then</p>	<p>Staff, parents, caretaker</p>	<p>Ongoing</p>	

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		<p>use and the member of staff will wash their hands thoroughly.</p> <p>If the child needs the toilet then they should only use the single staff toilet which will be disinfected after use.</p> <p>If a staff member becomes ill on site they must go home and isolate.</p> <p>Children and staff members showing symptoms are eligible for a test. This should be done as soon as possible.</p> <p>Staff are taking lateral flow tests twice a week and reporting the results to the government online and the office. If there is a positive result the staff member must contact Mrs Coppins immediately.</p>	<p>parents will be informed by the Headteacher or Mrs Hurst to allow them to make an informed choice about sending their child to school.</p> <p>If the person who was ill tests negative then the Bubble will remain open.</p> <p>If there is a confirmed case in a bubble, the bubble must close and all members must isolate for 14 days.</p> <p>If there is a confirmed case in ASC, the Headteacher or Mrs Hurst will inform all parents of children in the other Bubbles to allow them to make an informed choice about sending their child to ASC.</p> <p>The Headteacher or Mrs Hurst will not under any circumstances disclose details of the individual who tested positive.</p> <p>If there are more than two confirmed cases,</p>			

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		Normal first aid will be carried out by either a member of staff in the Bubble or by other staff if more staff are needed.	Public Health England may advise the ASC to take further action. Appropriate PPE will be worn			