

Hazard	Who Might Be Harmed	Risk	Control Measures
Covid-19 specific			
Child drop off and collection and opening.	Parents and children	Increased risk of spread Corona virus.	<p>Reduce contact between parents/ carers and staff by enforcing the following:</p> <ul style="list-style-type: none"> • Only one parent/carer to drop child/ren off to the BASC facility. • Ensure that parents and children are aware of the physical social distancing markers – yellow lines. • Parents/carers and children are to maintain two metres distance from other families outside the hall door. • No parents/carers are to enter the BASC provision in the school hall. <p>Drop off:</p> <ul style="list-style-type: none"> • Parents to knock on hall door. Staff will open to receive children. Adults remain 2m distance. Parents do not access the hall. • Children wash their hands. • Staff members will register the arrival of children. <p>Pick up:</p> <ul style="list-style-type: none"> • Parents to knock on hall door. • Children collect their belongings and wash their hands. • Staff will open to deliver children. Adults remain 2m distance. Parents do not access the hall. • Staff members will register that children have left the provision. • Personal belongings to be restricted to those that can be brought to school. i.e. lunchboxes, water bottle and bookbag/reading book. • Drop off and collection times are varied. • Ensure windows are open to ensure good ventilation.
Poor Hygiene	All members	Poor hygiene can lead to the spread of the	<p>Manage the transmission of the Coronavirus by enforcing the following:</p> <ul style="list-style-type: none"> • All staff and children to wash

		Coronavirus and other infections.	<p>their hands on arrival and leaving the BASC.</p> <ul style="list-style-type: none"> All members to wash their hands regularly: before eating, after coughing, sneezing, after using the toilet, after playing outside and before handover to parents/carers – end of day.
Consumption of food and drinks	All members	Risk of transmission of the Coronavirus.	<p>Reduce the risk of transmission by enforcing the following:</p> <ul style="list-style-type: none"> Children are encouraged to bring their own water bottle -the use of plastic cups is discouraged. If cups are used they must be clearly named with a permanent marker pen. Food items must be served on a plate to the individual child. Children are discouraged from Self-service/ shared snacks eating arrangements. A limited range of Pre-wrapped snacks and fruit will be available. A set snack time will be allocated. Hands to be washed before snack times. Plates and cutlery to be cleaned thoroughly in hot soapy water and air dried. Plates and utensils to be stored away to minimise transmission. All surfaces to be cleaned before the consumption of food/snacks.
Toys, surfaces and touch prone areas	All members	Transmission of coronavirus.	<p>Reduce transmission risk by:</p> <ul style="list-style-type: none"> Regular cleaning of surfaces and touch prone areas – door handles, light switches and table tops. Use antibacterial sprays or cleaning against. Use the toy rotation system. Toys to be allocated to class bubble tables and wiped at the end of the session. A bag of colouring pens, pencils, glue and rubbers are to be given to a child for their own personal use and not to be shared.

Moving about the school – from BC to class, from class rooms to ASC.	All members.	Risk of transmission into other bubbles.	<p>Reduce transmission by ensuring the following:</p> <ul style="list-style-type: none"> • All children to be escorted from the BASC by LJ or GG. • All children to be delivered to the BASC by the class teacher. <p>All members to wash their hands on arriving and leaving the BASC.</p>
Storing cleaning products.	All members.	Accidental ingestion of cleaning products, irritation to skin.	<p>Minimise risk of ingestion by doing the following:</p> <ul style="list-style-type: none"> • Children are not to use any cleaning products, apart from hand sanitiser. • Ensure all cleaning products are out of reach of all children • If accidental ingestion occurs, seek medical help ASAP. <p>If skin irritation occurs, wash the area thoroughly with clean cold water. Advise parents/carers to seek medical advice.</p>
Social distancing.	All members.	Transmission risk.	<p>To minimise the risk of transmission try to enforce the following:</p> <ul style="list-style-type: none"> • Class bubbles will be separated in the provision. • Adults will endeavour to keep a 2m distance from children and where this cannot be achieved will not work face to face and maintain a 1m distance. • Reframe from activities that involve signing or shouting. • Encourage outdoor play or activities as much as possible - See 'weather'. • Children who are not following the school's Behavioural Policy regarding social distancing will be discussed with the Headteacher.
Spitting, coughing or sneezing at or on other children or staff members.	All members	Risks of transmission.	Any child seen or reported to deliberately spit, sneeze or cough at another member of staff or child will be dealt with in accordance to the school's behaviour policy.
Unwell child/children	All members	Risk of transmission.	<p>If a child is to display symptoms of coronavirus or is unwell:</p> <ul style="list-style-type: none"> • Isolate in Isolation Room. PPE should be worn by the staff

			<p>member if 2m cannot be maintained from a child.</p> <ul style="list-style-type: none"> • Inform Headteacher of any symptomatic pupil asap. • If they need to go to the bathroom while waiting to be collected, they should use the disabled bathroom. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • Take out to the parent. • Isolation period as government guidelines. To follow the Covid-19: Guidance for Households with possible Coronavirus infection guidance (which states that the ill person should remain in isolation for at least ten days and the rest of the household in isolation for fourteen days and should arrange to have a test to see if they have coronavirus.) • Engage with NHS Contact and Trace. Ask parents to inform school immediately of tests results so that appropriate action can be taken. • Do not share names or details of people with Covid 19 unless essential to protect others. • Do not request evidence of negative test results or other medical evidence before re-admitting children. • Any child/ren may NOT attend the BASC without a negative test result or after a period of 10 days have passed. • Clean all surfaces with antibacterial spray in the isolation room, after the child/ren has been collected. • Dispose of all P.P.E in the isolation room bin. Ensure staff member thoroughly washes their hands.
Activities	All children and	Reducing the	To reduce the transmission of the

	staff	transmission of the coronavirus.	<p>coronavirus:</p> <ul style="list-style-type: none"> Outdoor activities to be arranged – this is not optional and requires two members of staff at all times. Children to come to BASC prepared for outdoor activities – suitable footwear and clothing. First aid kit to be available. Equipment should not be shared across class bubbles and, where possible, be allocated to individuals. Pens etc. Clean games console controllers after every use. <p>Contact sports and games are NOT permitted.</p>
Safeguarding and vulnerable children	All members	Mental health and wellbeing difficulties. Increased risk of harm, abuse or neglect.	<ul style="list-style-type: none"> The school's Safeguarding Policy applies to the BASC. Staff to be vigilant of any signs of abuse, harm, neglect and changes in behaviour. Log any safe guarding concerns on CPOMS and inform the DSL. Limit and monitor on-line activity – increased chance of grooming /cyber bullying.
Staff availability	All members	Safe working practice.	<ul style="list-style-type: none"> Ensure that at least one member of staff is first aid trained. Ensure staff are up to date on Safe guarding training In the event of staff absence cover and a decision about whether the provision can be maintained will be discussed and decided by the Headteacher. In the event of staff shortage the BASC may not be able to open.
Outside Hall door.			
Outside Hall door.	All Y/P, parents, guardians, staff and helpers	Slips, trips, falls and injuries	<ul style="list-style-type: none"> Y/P to be informed that they are not: <ul style="list-style-type: none"> ➤ to climb or to play on the outside wall or to climb the railings ➤ Y/P to be reminded that they are not to run up and down steps. ➤ Y/P are not to climb on

			the meadow bank. Observe weather conditions i.e. Snow, ice or rain – This will affect the surface conditions and increase the chance of injury. Insure that steps are free from wet leaves and tripping hazards.
Inside the hall			
Wet floor and obstructions.	All Y/P and staff. (Parents and carers should not be given access to the school hall. No visitors to be allowed without the Headteacher's permission).	Slips, trips and injury	<ul style="list-style-type: none"> • Staff to limit the movement of rain water into building. • Advise all persons to remove coats. • Clean up water, use wet floor sign. • No running in-between hall and toilet area. • Check all fire exists and emergency access routes are clear at all time.
Toilets	All Y/P and staff (Parents and carers should not be given access to the school hall. No visitors to be allowed without the Headteacher's permission).	Slips, trips, falls, injury, strangers using toilets facilities, chemical burns.	<p>Reduce transmission by:</p> <ul style="list-style-type: none"> • Cleaning the toilets and handles before the start of the BASC. • One child to use the toilets at a time. All Y/P to ask permission to use the toilet facilities. • No queuing - children to remain in the school hall whilst waiting to use the toilet. • Ensure children wash their hands after visiting the toilet. • Check that hand soap and paper towels are available • Ensure that all cleaning chemicals are stored away in a safe, out of reach place. If any cleaning chemicals are ingested – record details of the substance/ retain label and seek medical assistance. • Only staff to clean up possible toileting accidents. All staff must wear PPE when using cleaning chemicals. Do not mix chemicals. • All staff to only use the staff toilet facilities.
Strangers	All Y/P, Staff, parents, helpers.	Assault, injury, accidents, abduction	<ul style="list-style-type: none"> • Staff to be aware of the coming and goings of all young people. • No young person to leave the premises without a known parent or guardian.

			<ul style="list-style-type: none"> • Ensure a mobile connection is available and a contact list is on hand at all times. • In the event of a situation becoming aggressive remove all Y/P from the situation, contact the appropriate emergency services. Avoid and be aware of difficult and aggressive people.
Lone working	All Y/P, staff.	Assault, accident. Injury, allegation	<ul style="list-style-type: none"> • No lone working – ensure that another staff member is in the school building, if needed. • Never be alone with any Y/P at any time. • No Y/P to have access to the hall until a staff member is in attendance.
Lifting heavy objects	All Y/P, staff.	Physical injury	<ul style="list-style-type: none"> • No lifting of heavy objects. Staff to assess objects that may need moving and assess if it is safe for Y/P to do so. Lift in pairs. • Stop lifting if pain is experienced.
Weather – Extreme heat or cold	All Y/P, staff,	Hyperthermia, heat exhaustion, fainting, sickness, dehydration.	<ul style="list-style-type: none"> • Staff to monitor weather conditions. • Doors to be open in extreme heat. Staff to be extra vigilant regarding the movement of Y/P. • Ensure that everyone is hydrated and has access to water. • Limit games to less physically demanding activities. Use more physically demanding games to warm up Y/P up.
Potential fire	All Y/P, staff	Injury, Death and loss of property.	<ul style="list-style-type: none"> • Perform regular fire drill and ensure that all staff and Y/P are aware of what to do in the event of a fire.
Unsupervised activities	All Y/P	Injury, disruptive behaviour.	<ul style="list-style-type: none"> • Appropriate supervision to be maintained at all times and clear instructions to be given out and adhered to. • Continued disruptive behaviour may lead to an exclusion from activities.
Resources	All Y/P people and staff	Injury	<ul style="list-style-type: none"> • General resources may be kept neatly in the hall away from eating areas. • All sharp equipment to be kept in the store cupboard in the BASC

			<p>room and accessed by staff when appropriate.</p> <ul style="list-style-type: none"> • All Y/P to be safety briefed and supervised when using potentially harmful equipment: knives and scissors. • No Y/P people to access BASC room.
Outside area	All Y/P, staff,	Slips, trips, fall and cuts.	<ul style="list-style-type: none"> • Staff to inspect the garden space for and hazards -uneven ground can be a potential tripping hazard. • Make all Y/P people aware of the boundaries and that they are not to pass them. No climbing on fences. • To avoid poisoning, children are not permitted to pick berries or flowers without supervision. • First Aid kit to be on hand at all time.
Kitchen/ food prep area	All Y/P and staff.	Injury, burns, fire, food poisoning, cross contamination/ food allergies.	<ul style="list-style-type: none"> • No Y/P to have access to the kitchen without permission and supervision. • BASC provisions to be kept in the staff room and BASC room. • School staff to follow the protocols for using the school kitchen. • All staff to have a food health and hygiene training. • Staff to ensure that hands, surfaces and cooking equipment are sanitised before and after activities. • All food products to be stored correctly and stock rotation to be implemented at all times - best before dates to be regularly checked, out of date food is not to be consumed and discarded. • Do not let Y/P to use and cleaning chemicals other than washing up liquid. • Remind Y/P of the potential dangers in and around the kitchen/food prep area – water mixing with electricity, burns from boiling water. Always have

September 2020

Rise and Shine Breakfast and After School Club Risk Assessment.

			<p>a first aid kit in hand and burns gels.</p> <ul style="list-style-type: none">• Limit number of Y/P in the kitchen/ food prep area. Staff to be aware of food intolerances/ allergies and prepare menus accordingly. Seek medical help if any Y/P person has an allergic reaction.
--	--	--	---