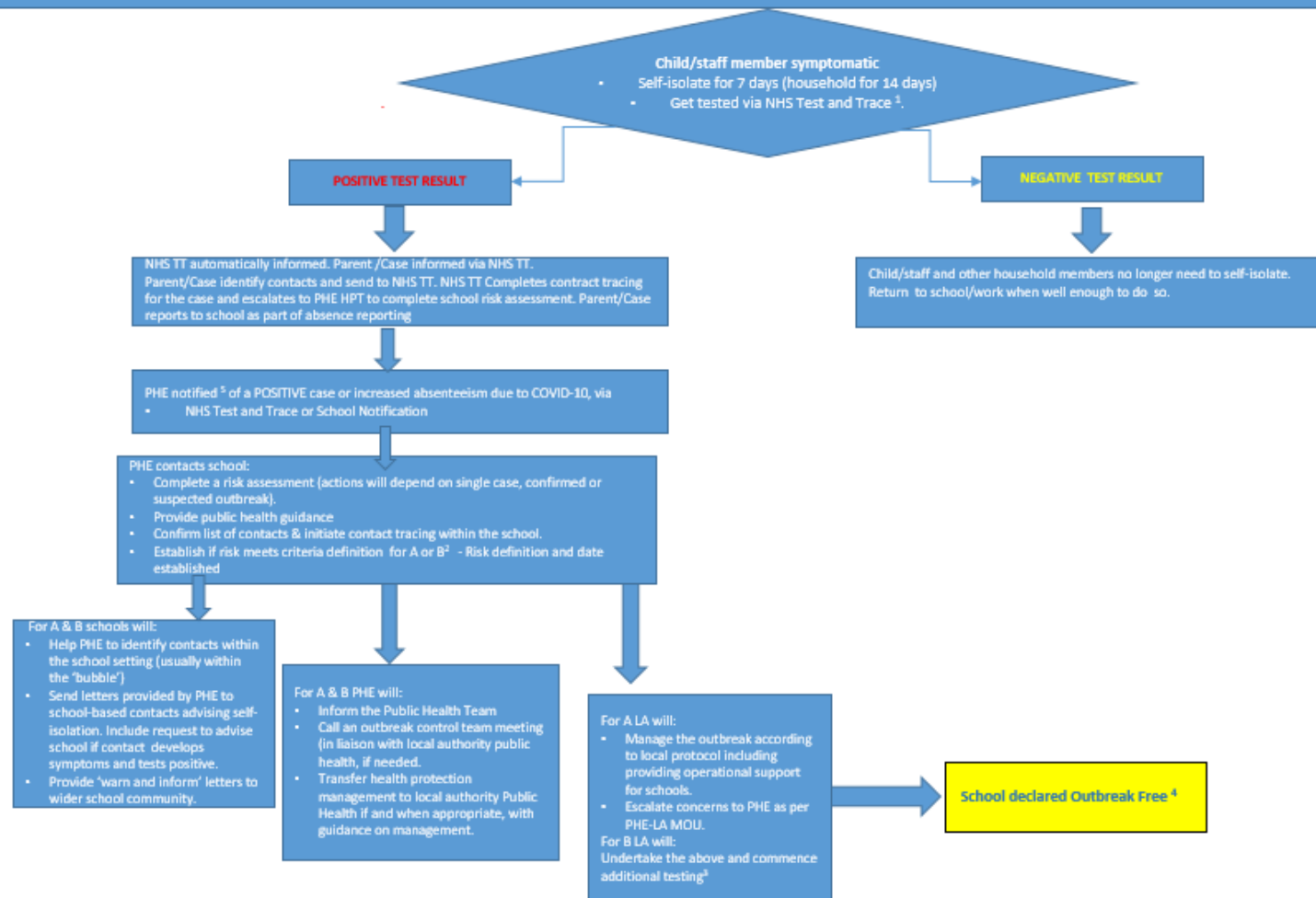


<b>Catalyst Academies Trust</b>		<b>RISK ASSESSMENT FORM</b>						
Location/Site: Catalyst Schools - Breakfast Club			Date of Assessment: 13 <sup>th</sup> July 2020/ updated 07.09.20		Assessor(s): Trust SLT		Reference: Aveley Primary School	
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed	
Lack of social distancing in the Breakfast Club	Resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> <li>Children to be brought to the Breakfast Club doors, following the one way system on site and registered by parents.</li> <li>Any children resisting coming into club should be dealt with by parents.</li> <li>On arrival all children to be sent to sanitise or wash hands, using sink in the children's kitchen. Distancing needs to be maintained.</li> <li>All children are seated in the year group bubbles and are distanced from other tables.</li> <li>These tables will remain the same each day.</li> <li>Children to remain seated.</li> <li>Activities will be provided for children to do on their tables.</li> <li>Breakfast to be served at tables and cleared away by adults.</li> <li>Plates/cups etc. to go through kitchen dishwasher.</li> <li>Children to play games within their bubble and all games will be cleaned or quarantined at the end of each session.</li> <li>Social distancing rules created for and with the children for entering/ leaving Breakfast Club– (Include instructions how to line up, use of toilet). Children to be grouped into year group bubbles to help maintain social distance.</li> <li>Rules re-visited and modelled many times and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance</li> <li>Children isolated if cannot adhere to rules and spoken to re the need for social distancing</li> <li>Resources are distributed before the children arrive, not given out by staff or children</li> <li>Mark out pathways to move through the hall if practicable</li> </ol>					

			16. Breakfast club staff are assigned to a group of bubbles and stay with these children throughout the day <i>(and on sub-sequent days)</i>				
<b>Lack of good hygiene</b>	resulting in direct and indirect transmission of the virus		<ol style="list-style-type: none"> <li>1. Children to sanitise or wash their hands on entry and leaving Breakfast Club</li> <li>2. Children will have a selection of resources on their table to use within the bubble</li> <li>3. These will be cleaned or 'quarantined' between bubbles</li> </ol>				
<b>Lack of social distancing using toilets and poor hygiene</b>	resulting in direct and indirect transmission of the virus		<ol style="list-style-type: none"> <li>1. One child allowed to go to toilet at a time</li> <li>2. Allocated toilets for different groups of children</li> <li>3. Children reminded of good hand hygiene regularly and soap is available at all sinks.</li> <li>4. Extra signs in toilet re washing hands</li> <li>5. Wedges for the toilet external toilet doors if not fire doors.</li> </ol>				
<b>Lack of social distancing waiting to enter front office in morning</b>	resulting in direct transmission of the virus		<ol style="list-style-type: none"> <li>1. Markers outside the dining hall and around the site for the children and parents to wait – more than 2 metres apart as more than one person</li> <li>2. Allocated gate for children to arrive and leave from</li> <li>3. Instructions shared re social distancing between families in the morning with parents and children</li> <li>4. Signage for parents and children displayed around the site</li> </ol>				
<b>Children/ Staff falling ill and showing symptoms in school</b>	resulting in direct transmission of the virus		<ol style="list-style-type: none"> <li>1. Members of the senior leadership team and CEO of Catalyst Academies Trust will continually check for further updates and amend the risk assessment accordingly and in line with new guidance</li> <li>2. If any child displays symptoms, parents will be immediately contacted to take their child home. Any child waiting to be collected will be in a room with windows and doors that are opened. Staff members showing symptoms will be sent home immediately. In the case that this staff member is working as the sole teacher in a bubble, all children within the bubble will be sent home for the rest of that day.</li> <li>3. If child who is displaying symptoms uses the toilets, these will be thoroughly cleaned with disinfectant before anyone else uses the area.</li> <li>4. The person who supervised the child, will do the cleaning to avoid unnecessary exposure, wearing PPE as required or necessary.</li> </ol>				

			<ol style="list-style-type: none"> <li>5. A staff member will remain behind a closed door if this is at all possible. Where this is not possible, staff will wear PPE required and will stay as far away as possible.</li> <li>6. If a child or staff member displays symptoms they must isolate <u>for 7 days</u> and their household <u>for 14 days</u>. Child or staff member to be tested via NHS test and trace and follow procedures as outlined in the document below.</li> <li>7. If a child or staff member receives a positive test result, then Public Health England and Local Authority will be informed and parents and staff members who have come into contact with the person with a positive test outcome will be informed and asked to self-isolate for 14 days. Contact tracing to be initiated within school at this point.</li> <li>8. Testing of staff who have had contact with that group will be a priority.</li> <li>9. Deep cleaning of the area where the child or staff member was working will be carried out.</li> </ol>				
<b>Contact with food/preparing food</b>	Resulting in direct transmission of the virus	Children Staff	<ol style="list-style-type: none"> <li>1. Ensure all staff are fit for work</li> <li>2. Staff members to wash hands before handling any food items</li> <li>3. Regular washing of hands throughout the morning</li> <li>4. Check food preparation areas are clean and disinfected prior to use</li> <li>5. Staff and children to maintain a social distance as much as possible. Food to delivered to the tables</li> <li>6. Continue to follow usual food health and safety procedures.</li> </ol>				

# Test and Trace process for schools



1= order a test through <https://www.nhs.uk/conditions/coronavirus-covid-19/> or call 119

2= **Definition A** is a case requiring further investigation. **Criteria:** 1 confirmed case and 1 symptomatic case within the school or 2 suspected cases in a bubble or 1 confirmed and 1 suspected case within a bubble.

**Definition B** is a Confirmed Outbreak **Criteria:** 2 confirmed cases of COVID-19 within the same bubble within the school or 2 or more confirmed cases anywhere in the school

3= Additional testing will be performed as appropriate within the school every 7 days on asymptomatic staff and students until there are no new cases and outbreak is declared over.

4= The outbreak can be declared over once no new cases (symptomatic or asymptomatic) have occurred in the 28 days since the appearance of symptoms /from the date of swabbing in the most recent case

5=To notify a case(s), please call the Public Health England (PHE) in the East of England on 0300 303 8537 (option 1)