

# DBMAC Risk Assessment

## *Breakfast and After School Club*

**School name:** St Thomas More, Catholic Primary School **Assessment carried out by:** Lisa Doda  
**Date assessment was carried out:** 22<sup>nd</sup> July 2020      **Review Dates:** 09.09.20, 23.09.20, 16.10.20, 3.3.21  
updates in green highlights

- Reducing the risk of spread of infection to pupils or staff via:
  - Direct transmission
  - Indirect transmission

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Viral transmission	Members of community at risk via direct contact with infectious person	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or have someone in their household who does, do not attend school.  Clearly communicate symptoms which result in non-attendance to community members.	MF or other named member of staff to greet children. Children to wash hands in <span style="background-color: green; color: black; padding: 2px;">old Y1 toilet area</span> ,  <b><i>Supervising Adults <u>must</u> keep a safe distance from children at all times and wear face covering when greeting children alongside parents.</i></b>	All staff	3.9.20       14.09.20	

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Viral transmission	Members of community at risk via direct contact with infectious person	<p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or have someone in their household who does, do not attend school.</p> <p>Clearly communicate symptoms which result in non-attendance to community members.</p>	<p>All staff to wear face covering in communal areas in addition to social distancing measures e.g. hall, corridors, staff room (unless eating/drinking)</p> <p>All staff to wear face coverings when greeting children from playground (possible contact with parent)</p>	All staff	14.09.20	
Viral transmission	Members of school community via indirect transmission (touching contaminated surfaces)	Increase handwashing	<p>Posters put up and staff made aware</p> <p>Soap and hand towels available at every sink.</p> <p>Wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly.</p> <p>Pupils, staff and visitors should wash their hands:</p> <ul style="list-style-type: none"> <li>➤ before leaving home</li> <li>➤ on arrival at school</li> <li>➤ after using the toilet</li> <li>➤ after breaks and sporting activities</li> <li>➤ before food preparation</li> <li>➤ before and after eating any food, including snacks</li> </ul>	<p>Proportionate supplies of soap and hand towels to be procured by school.</p> <p>Children and adults to use the sinks in the classroom assigned to their small group.</p>	Ongoing	

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			<b><i>All people entering Breakfast or Afterschool club to wash hands before entering the hall and before leaving school</i></b>			
Viral transmission	Members of school community via indirect transmission (touching contaminated surfaces)	Standard household disinfectant will be provided by the school so that frequently touched surfaces can be cleaned throughout the day.	<p>Each class to have their own labelled table and chairs for class pod use only. Table to have selection of own resources, not to be shared with other tables/groups. Resources to be cleaned after use.</p> <p>Adults to provide drinks and snacks as appropriate, prepared in the main (caterlink) kitchen area.</p> <p><b>Current numbers: 11 chn for BC, 15 chn for ASC</b></p>	MF	Ongoing	
Viral transmission through social contact and mixing	Members of school community via indirect transmission (touching contaminated surfaces)	<p>Tables will be wiped down with disinfectant before and after use.</p> <p>Children will sit at separate tables according to their age/class pod.</p>	<p><b><i>Children will stay clear away from adult supervising them at all times</i></b></p> <p><b>Children will use old Y1 toilets only for handwashing and toileting.</b></p> <p>Movement around the school will be via the inside of the school building with an adult supervising</p> <p>Use of outside space (by minibus) is permitted and can be used for exercise and breaks</p>	All staff as per directed	Ongoing	

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Viral transmission through poor ventilation	Members of school community via indirect transmission (touching contaminated surfaces)	All spaces should be well ventilated using natural ventilation where possible.	<b><i>Open doors and windows in the hall</i></b>	All staff	Ongoing	
Viral transmission through lack of PPE	Members of school community via indirect transmission (touching contaminated surfaces)	The use of PPE in school is not recommended except in certain situations. For further information see Risk Assessment COVID-19 Infection and Testing	Gloves and aprons provided if required by staff  Go to box available in hall at all times		Ongoing	
Viral transmission through toilet spaces	Members of school community via indirect transmission (touching contaminated surfaces)	Pupils will only be allowed to access the toilets one at a time.	Pupil to use <b>old Y1 toilets only</b>	All staff as per cleaning rotas	Ongoing	
Viral transmission through social contact at drop-off/collection	Members of school community via direct transmission	Parents <b>not to enter</b> the school site at drop off or pick up times	Parents to wait by minibus gate for children to be brought for collection  Parents to phone ASC mobile when ready to collect. Enter and exit via the minibus gate at pick up and drop off times	MF	Ongoing	

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Viral transmission via food preparation	Members of school community via direct and indirect transmission (touching contaminated surfaces)	MF or additional adult to prepare food for Breakfast Club and After School Club to ensure high standards of hygiene and to avoid spread of infection	All washing up place in bowl to be taken to be cleaned in the staffroom dishwasher at the end of the day	MF	Ongoing	
Viral transmission via frequently touched surfaces in communal areas	Members of school community via indirect transmission (touching contaminated surfaces)	Frequent cleaning of door handles and push plates/ pin keys and other high use areas and items	Cleaning staff	All staff as per cleaning rotas	Ongoing	

Notes: What to do if children, pupils, students or staff become unwell and believe they have been exposed to COVID-19  
See separate RA Covid-19 Infection and Testing