

MASTER Risk Assessment

Location / Site	Insert location and site where activity taking place
Kennington CE Academy - Breakfast Club	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Breakfast Club	
Assessment date	Insert date when assessment is being carried out
– to be updated regularly with any changes needing to be implemented	
Assessment serial number	Insert local serial/identification number for future reference

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:
 Consideration of the pupils’ mental health and well being

Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings 0 published 11th May 2020

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
COVID – 19 – Mix of bubbles			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Reduce the number of children in the hall to 15 per year group to enable social distancing (no more than 15) 2. Tables to be placed facing forwards with 2 children sitting each end of the table 3. Remove excess furniture to increase space if space to do so 4. Children keep to their desks when in the hall and stay sitting in year groups 5. Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the hall etc) 6. Children spoken to if not adhering to social distancing rules. 7. Books Created with their names on for them to complete activities in. Movies/bible stories and cartoons on the projector for them to watch 8. Communication with children with a 2 m distance. 9. Screens are set up to separate the year groups in the hall. 10. Children to wipe down table and chair after use and stack chair away. 11. Staff to help clear tables and wipe pencils. 12. Children stay in the hall until it is their time to go to their class. Classes to be dismissed at staggered times 13. Coats and lunchboxes kept under children’s tables. 14. No bags. 15. Staff/children to wear masks if they wish. 16. Children to come up year group by year group to get their breakfast where 2 members of staff that are food hygiene trained to serve them their breakfast. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Poor Hygiene and Toilets			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to go to their allocated toilet after telling an adult that they need to go 2. Hand gel used after toilet use as well as washing hands 3. Extra Signs in toilet re washing hands 4. Extra soap/sanatiser ordered to ensure we do not run out 5. Sanitister by food station for children to use before eating. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Collecting/ removing food and drink.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children come up year group by year group to pick up their food. 2. Staff to wear gloves and aprons when serving food/drink to children 3. Instructions shared with children on how to get their food. 4. Staff to pick up the children’s plates and cups to be washed in the dishwasher 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Drop of Time			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Children to be dropped of via staff car park via the blue door. 2. Hands to be sanitised when children come in 3. No parents allowed on site 4. Staff supervision at door to welcome children back 5. Children to come into hall and sit down in their year group bubbles and wait to be called for food. 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date
Grace Howard		03/09/2020

Risk assessment reviews	Set future review dates & sign/comment upon completion
-------------------------	--