

19. Breakfast Club at Christ Church School COVID risk assessment

Purley Nursery Breakfast Club is vital in supporting working parents of children attending Christ Church School. Parents whose children previously accessed Purley Nursery Breakfast Club at Christ Church have been added to the registers to enable this risk assessment. Children who are waiting to access Breakfast Club will be added to a waiting list and offers made to new children will be subject to Government Guidance and risk assessments to ensure the safe management of children and staff.

This risk assessment is based on government guidance available at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> and also incorporates the experience of staff having worked in the more restricted "bubble model" operated during the January 2021 Covid-19 pandemic Lockdown and further Christ Church School risk assessments in order for full reopening of school in September 2020 and March 2021.

Assessment performed by: **Polly Jones Head of School**

Hazards	Controls present	Risk Rating
Pupils running into obstructions	<ul style="list-style-type: none"> see Health & Safety Policy 	Tolerable
Collisions	<ul style="list-style-type: none"> see Health & Safety Policy 	Tolerable
Pupils injuring themselves with coats and bags not being stored properly	<ul style="list-style-type: none"> Coats and bags are stored away on designated pegs near the music room. Additional numbers to be positioned on the stage. 	Tolerable
Lack of staff to child ratios in Breakfast Club Purley Nursery	<ul style="list-style-type: none"> Breakfast Club provision at Christ Church will be carried out by up to 6 adults from 7.45am-8.45am If restrictions permit children from critical workers and vulnerable children only to access provision, this will be amended to up to 4 due to reduced numbers accessing the space. If staff absence impacts year group sub bubbles - KS2 children will be required to remain in allocated spaces without an adult at the table. Adults will be assigned to return back to the hall after staggered drop offs to aid year groups to travel to classrooms. If restrictions permit children from critical workers and vulnerable children only to access provision, adults will be responsible and monitor children within up to 3 bubbles. 	Tolerable

	Agency staff/ HOS will be required to work if staff are absent.	
Staff unaware of children attending the breakfast Club.	<ul style="list-style-type: none"> • Paper registers are available to staff every morning re. Breakfast Club attendees. • Purley Nursery Staff member to have access to PN Office staff via phone in the morning to discuss changes or updates to registers. • Breakfast Club register will be available to view on the breakfast club table. • Staff to mark child attendance on entry to Breakfast Club at the Office vestibule. 	Trivial
Lack of Christ Church and Senior staff on site	<ul style="list-style-type: none"> • Christ Church premises manager is onsite during Breakfast Club. • Christ Church premises manager is also contactable by phone. • DSL and DDSL contactable via phone • HoS contactable on phone. 	Tolerable
Lack of First Aid and Food Hygiene expertise, resources and management at PN	<ul style="list-style-type: none"> • At least one Staff member will have Pediatric First Aid/ First Aid at Work. • At least 1 member of Breakfast Club staff will have Food Hygiene. • First Aid resources are available in the Breakfast Club cupboard for staff to use. • PPE will be available for Breakfast Club use in addition to CCS PPE stock. 	Tolerable
Staff unaware of how to provide breakfast food for children at Breakfast Club.	<ul style="list-style-type: none"> • At least 1 member of staff will have Food Hygiene Training. • A qualified staff lead has been assigned to access kitchen resources to provide food to children. 	Tolerable

<p>Congestion of parents and children not social distancing when arriving at PN Breakfast Club.</p>	<ul style="list-style-type: none"> ● Parents and children will access school site using main entrance vestibule. ● Children and parents follow 'one in one out' rule when entering school entrance vestibule. ● Breakfast Club staff will sign children in to Breakfast Club on entry to prevent parents from coming into the school building. ● Parents are not to pass the main entrance doors. ● Once doorbell has been rung, staff will supervise the drop off to ensure that all parents understand the arrangements. ● All parents and children will adhere to the school marking to outline sufficient spacing/ social distancing guidelines when near other children and families. ● No parent is able to access the hall. They are only able to enter the office vestibule. ● Signage and markings are displayed on the pathways into the school to support congestion and direction of travel. ● Parents and carers needing to speak to staff can do this in the main entrance vestibule following social distancing. 	<p>Tolerable</p>
<p>Staff and children are unsure of how to respond to fire drill in Breakfast Club at Purley Nursery School.</p>	<ul style="list-style-type: none"> ● Staff and children to follow Fire Safety procedures outlined in Fire Safety Policy. ● Children will exit the building using their nearest exit meet at the Christ Church School Fire meeting point outlined in the Fire Safety Policy. 	<p>Tolerable</p>
<p>Staff and children are unsure of how to respond to emergency lockdown</p>	<ul style="list-style-type: none"> ● Staff and children to follow Lockdown Policy 	

<p>Staff unsure of what to do if a child demonstrates symptoms related to COVID 19 at Breakfast Club?</p>	<ul style="list-style-type: none"> ● Staff to be vigilant in observing symptoms: <ul style="list-style-type: none"> ○ new, continuous cough ○ high temperature ○ loss of, or change in, their normal sense of taste or smell (anosmia). ● Staff are to notify the Purley Nursery Office so that the child can be collected immediately. ● Staff are to notify Christ Church School Office that a child has been sent home. ● Staff are to move the child to the meeting room to await collection. ● If the child needs to use the toilet they are to use office toilet next to the meeting room. ● Office staff should be notified so that they can not use this during this time and cleaning staff can clean/ disinfect it after use before being used by anyone else. ● Staff administering care for the child must wear PPE and also must wear PPE while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). ● Staff are to bring the child to the collecting adults to the Office vestibule doors. ● Adults collecting are advised to wear a mask and gloves. ● Staff to advice collecting adults to go and get a test for their child. ● Once the child has been collected,the staff member can return to work duties. They do not need to self isolate. However, they must self isolate if they develop symptoms themselves (in which case, they should arrange a test), if the 	<p>Tolerable</p>
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	<p>symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <ul style="list-style-type: none"> • Staff must return to the School Hall and instruct all children to wash their hands for 20 seconds with soap and running water. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. • Parents are to inform Christ Church School and Purley Nursery School the results. 	
<p>Staff unsure of when staff and pupils should have a COVID 19 test?</p>	<ul style="list-style-type: none"> • Everyone who has symptoms of COVID-19 should order a test. These can be ordered on the NHS site. • Information will be provided to staff regarding the NHS Test and Trace services. 	<p>Tolerable</p>
<p>Staff and pupils are unsure of what should do if they test positive?</p>	<ul style="list-style-type: none"> • Staff are to inform Christ Church School immediately of the results of the test. • If someone tests positive, they should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. • Other members of their household should continue self-isolating for the full 10 days. • Parents and carers/staff to be informed that the unwell person should self isolate and arrange to have a test to see if they have Covid-19. 	<p>Tolerable</p>

	<ul style="list-style-type: none"> ● If there is a confirmed Covid-19 case the HoS is to call Public Health England (PHE)/ DfE’s existing coronavirus helpline number on 0800 046 8687, and selecting option 1 or 2. A dedicated team of advisors will inform what action is needed based on the latest public health advice. ● Once, the DfE Coronavirus helpline has been contacted, the school will contact the LCRC (0300 303 0450/ 0344 326 2052) and public health and the education team within the council (Shelley and Rachel Flowers, Director of Public Health). ● Action cards for responding to a positive COVID case is available for Staff/ SLT/ Office to view in the staffroom/ HoS office and Main school Office. ● HoS Staff will inform PHE/DfE’s Coronavirus helpline to identify who was a close direct contact/ proximity contact and who needs to self-isolate. Contact of contacts do not need to self-isolate. ● Clinically vulnerable staff in the bubble or who are involved with supporting that bubble will be advised and agreement reached with SLT as to whether they are confident to stay at work or wish to self isolate. ● School to identify families of the extremely clinically vulnerable and advise them of the situation. ● Parents and carers have been informed of the <u>stay at home guidance</u>. ● If staff working in Breakfast Club are unwell or have been asked to self isolate, the remaining staff will need to ensure that EYFS and KS1 year groups are managed. Years 5+6 will remain in allocated spaces without an 	
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	adult at the table. (Not applicable if restrictions permit children from critical workers and vulnerable children only to access provision)	
Staff and pupils are unsure of what should do if they test negative ?	<ul style="list-style-type: none"> • Staff are to inform Christ Church School of the results of the test. • Staff/ pupils are to return to work/school once they feel able to. • Other members of their household can also stop self-isolating. 	Tolerable
Staff unavailable to work due to staff absence.	<ul style="list-style-type: none"> • Information for Breakfast Club set up provided in guidance documents available to all staff. • Familiar agency staff are available to cover absent staff at Breakfast Club. • Agency staff have access to all online information regarding Breakfast Club. 	Tolerable
Cleaning products are not readily available to staff in Christ Church Breakfast Club	<ul style="list-style-type: none"> • Soap available for each toilet area for children and staff. • Disinfectant sprays, antibac wipes, tissues available in Breakfast Club. This will be stored on the breakfast Club table for quick access. • Separate cleaning products are available for Cleaners to use as part of their daily cleaning regime. 	Tolerable
Christ Church Breakfast Club provision resources are not cleaned regularly to reduce the risk of COVID 19 spreading.	<ul style="list-style-type: none"> • Breakfast doorbell to be cleaned daily and regularly throughout the Breakfast club session. • Cleaning products are available for staff and children to manage cleaning of devices, toys etc. • Christ Church Breakfast Club hall mats are sprayed with disinfectant before the end of session. • Contract cleaners clean daily Christ Church Hall at the end of day. • Tables are cleaned after breakfast and at the end of breakfast club. • Staff and children are reminded regularly to wash their hands regularly in Christ Church Breakfast Club 	Tolerable

	<ul style="list-style-type: none"> • Year groups to use allocated Year group resources in sub bubbles in Breakfast Club. 	
<p>Christ Church Breakfast Club provision toilets are not cleaned regularly to reduce the risk of COVID 19 spreading.</p>	<ul style="list-style-type: none"> • Parents are asked to encourage children to go to the toilet before they attend Breakfast club. • Children will notify staff if they use the toilet so that it can be spray cleaned after use. • All children accessing Breakfast Club will use the toilets in the hall - they will be deemed as Unisex during this time. • This will allow sufficient cleaning to be carried out during Breakfast Club. Cubicle Cleaning will include spraying with disinfectant: <ul style="list-style-type: none"> ○ sink ○ toilet lid and flush ○ rails ○ door handles 	
<p>Children not practising safe social distancing measures in PN</p>	<ul style="list-style-type: none"> • Staff will model social distancing and good hygiene measures throughout Christ Church Breakfast Club. • Up to 6 adults will manage breakfast club sub bubbles. If restrictions permit children from critical workers and vulnerable children only to access provision, adults will be responsible and monitor children within 3 bubbles. Agency staff/ HOS will be required to work if staff are absent. • Adults will allocate areas for children in year group bubbles. • Children will sit/ work on mats/tables with allocated spacing for year group bubbles. • Staff encourage and praise children to reinforce safe social distancing methods. • Christ Church Breakfast Club year group mats / tables will be increased to allow sufficient space for children to play. 	<p>Tolerable</p>

	<ul style="list-style-type: none"> ● Children will use the hall toilets during Breakfast Club. ● Breakfast Club staff will encourage year group bubbles to access the outdoor area. 	
<p>Christ Church Breakfast Club provision mixing children from year group bubbles.</p>	<ul style="list-style-type: none"> ● Staff will allocate areas for children to play in line with year group bubbles. ● Children will sit and eat/ play on tables/ table spaces in small groups based on year group bubbles. ● On days when staffing numbers are reduced to 5 children in upper ks1 will be manned by 1 adult. ● Resources will be allocated to year group bubbles in Breakfast Club. ● Staff will use best endeavours to keep year group bubbles apart and model social distancing. ● Year group bubbles will have allocated time to engage in the key stage 1 playground. 	
<p>Staff unable to ensure Year group Zone bubbles in Breakfast Club</p>	<ul style="list-style-type: none"> ● Staff organised into consistent year group bubbles across the week. ● If restrictions permit children from critical workers and vulnerable children only to access provision, staffing will be organised: <ul style="list-style-type: none"> ○ 1 adult to support R and Year 1 Bubbles ○ 1 adult to support Year 2 and 3 Bubbles ○ 1 adult to support Year 4,5,6 Bubbles ● Staff bubble group info to be provided on weekly/ daily registers for breakfast staff team. ● Purley Nursery Office to use best endeavours to ensure children accessing Breakfast Club provision remain in consistent groups across a working week. 	
<p>Children cannot eat breakfast safely in Christ Church Breakfast Club.</p>	<ul style="list-style-type: none"> ● Children to wash their hands before they eat breakfast. 	

	<ul style="list-style-type: none"> ● Staff will use best endeavours to sit and provide breakfast for children in year group bubbles at the same time. ● Year group bubbles to sit with sufficient spacing between them on tables during breakfast. ● Year group bubbles are provided with set spaces on the table for breakfast. ● Children are not to access the self service bar. ● Children will be provided with packeted cereal/ jam/ butter options for them to choose. Children are not to access resources from the self service bar. ● Children are to not share food between each other. ● Staff to encourage and monitor safe eating of breakfast at Christ Church Breakfast Club. ● Children to be allocated a drinking cup/ knife and spoon by adults at their allocated year group area at Breakfast Club tables. 	<p>Tolerable</p>
<p>Children not practising safe social distancing measures</p>	<ul style="list-style-type: none"> ● Staff model social distancing and good hygiene measures throughout Breakfast Club. ● Staff encourage and praise children to reinforce safe social distancing methods. ● Staff to provide social stories and age appropriate guidance on how children can maintain social distancing. 	<p>Tolerable</p>
<p>Staff not able to dismiss children safely at the end of Breakfast Club.</p>	<ul style="list-style-type: none"> ● Staggered timings in place for year groups to leave Breakfast Club to go to their classrooms. <ul style="list-style-type: none"> ○ Reception, Year 3 and Year 4 - 8.40am ○ Year 1 and Year 5 - 8.50am ○ Year 2 and Year 6 - 9.00am ● Staff will assist children in their year groups to go to their classrooms. 	
<p>Staff are concerned that Health and Safety checks are not being carried out in PN.</p>	<ul style="list-style-type: none"> ● School premises manager or equivalent is onsite every day to 	<p>Tolerable</p>

	monitor and manage Health and Safety in Christ Church School. <ul style="list-style-type: none"> • SLT is available to contact by phone. • Staff are vigilant to record and inform SLT of Health and safety concerns at Christ Church School. 	
Government guidelines for safe provision in School change regularly	<ul style="list-style-type: none"> • SLT will review and update risk assessment regularly in line with updates guidance for the Government re. COVID 19. 	Tolerable

Comments/Action required	Timescale	Responsible person

People at risk	Employee	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Member of Public	<input type="checkbox"/>	Other	<input type="checkbox"/>
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Employees informed of risk assessment via all of the following means:	Risk Assessment Register folder		
Employees to report newly-identified hazards via:	Written notification to Head of School		
Date of next assessment:	Monday 19th April		
Assessment frequency:	Monthly		
Date:	Reviewed 23.02.2021	Signed:	Polly Jones