



## COVID-19 RISK ASSESSMENT – Extended Services Provision

ALL RISK ASSESSMENTS ARE REVIEWED WEEKLY EACH WEDNESDAY + WHEN NEED ARISES

The measures we have listed are based on current government guidance:

- [Guidance for full opening: schools](#)
- [Protective measures for out-of-school settings during COVID-19](#)
- [Guidance for early years settings](#)
- [Guidance for food businesses on COVID-19](#)
- [Implementing preventative measures in education settings](#)
- [Managing school premises during COVID-19](#)
- [Planning guide for early years and childcare settings](#)

Consideration has been given to the following:

- The number of staff and pupils we expect to have in
- The type of activity (e.g. if we're serving food)
- Personal individual risk assessments for staff who are at higher risk of contracting or becoming seriously ill from coronavirus
- Any reasonable adjustments made to enable everyone to follow the measures, including pupils with EHC plans
- The size and layout of our school premises
- The resources we have in stock or can order easily (e.g. soap, cleaning products)

### KEY

Black-March 2020   Red- Sept 2020/Jan 21   08.03.21   29, 2021   18.05.21

<b>Activity being Risk Assessed:</b>	Breakfast and After School Club Extended Services Provision
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What are the hazards	Who might be harmed & how	What are we already doing	Do we need to do anything else to manage the risk	Action by Whom	Action by when	Date amended
Whole school Lockdown	All staff	Wrap around care will not be provided	No	KR	Ongoing	1.1.21
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Pupils</li> </ul>	<p>Everyone will be asked not to attend the extended provision if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person attends the extended provision, they will be sent home immediately or isolated until they can be picked up.</p> <p>The provision will be held in the Canteen – symptomatic children will be moved outside whilst awaiting pick up.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>● If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>● If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> </ul>	<p>All staff to adhere to overarching Covid risk assessment and separate risk assessments</p> <p>Wrap around care should be now provided without any restrictions. We will be looking into this. Bubbles, if indoors, must remain under 15.</p>	Ext Services staff	Ongoing	

		<ul style="list-style-type: none"> <li>● If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a></p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a> and follow any guidance they provide.</p> <p>Refer to our whole-school risk assessment and specified risk assessment for additional details</p>				
<p>Travelling</p> <p>Contact with coronavirus when getting to and from school</p>	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Pupils</li> <li>● Parents</li> </ul>	<p>Everyone will be encouraged to walk or cycle into school and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <p>Their allocated drop off and collection times, with different groups being given different times ●</p> <p>The protocols for minimising adult to adult contact by using the Green Gate, forming a queue and waiting 2m apart</p> <p>Only one parent/carer should attend</p>	<p>If a childminder comes to school to drop off/pick up several children, we will request they let us know so we can adjust our risk assessment accordingly</p>	<p>Admin &amp; Ext Services staff</p>	<p>Ongoing</p>	

<p>Spreading infection due to touch, sneezes and coughs</p>	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Pupils</li> </ul>	<p>Handwashing facilities will be provided.</p> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up in the areas used for the extended provision.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied at the end of the activity.</p>	<p>Everyone attending the extended provision will:</p> <ul style="list-style-type: none"> <li>● Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>● Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>● Be encouraged not to touch their mouth, eyes and nose</li> <li>● Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>We need to consider if there are any pupils attending the provision that won't be able to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant, and if there are different/additional measures we need to put in place for these children and the staff who work with them</p>	<p>SLT &amp; Ext Services staff</p>	<p>Ongoing</p>	
<p>Spreading infection through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Pupils</li> </ul>	<p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the activity. Pupils and parents/carers have been advised to limit the amount of equipment they bring to school including the extended provision (e.g. bags, hats, coats, books, stationery and mobile phones).</p> <p>Refer to our whole-school risk assessment and Covid Classroom risk assessment for relevant measures for using and sharing resources, if applicable.</p>	<p>As part of this, cleaning staff will use standard cleaning products (e.g. bleach, detergent) to clean frequently touched surfaces including:</p> <ul style="list-style-type: none"> <li>● Classroom desks and tables</li> <li>● Bathroom facilities (including taps and flush buttons)</li> <li>● Door and window handles</li> <li>● Outdoor handrails and gates</li> <li>● Furniture</li> <li>● Light switches</li> <li>● Teaching and learning aids</li> <li>● Books and games and other classroom-based resources</li> <li>● Computer equipment (including keyboards and mouse)</li> <li>● Sports equipment</li> <li>● Hard toys</li> <li>● Outdoor play equipment</li> </ul> <p><a href="#">ASC will finish at 4.30pm to allow for the ASC staff to thoroughly clean down the room.</a></p>	<p>SLT, Cleaner &amp; Ext Services staff</p>	<p>Ongoing</p>	<p>26.2.21</p>

<p>Spreading infection through contact when preparing food</p>	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Pupils</li> </ul>	<p>No food will be prepared on site throughout Sept/October</p> <p>Staff will be undertaking the necessary Food Safety Awareness (face to face) training scheduled for 01/09/2020 – postponed until 22/10/2020</p>	<p>When food service resumes our staff will follow appropriate protective measures to ensure safe handling of food, including:</p> <ul style="list-style-type: none"> <li>● Regular hand washing with soap and water for at least 20 seconds before and after handling food, if they change rooms, and after nose blowing, sneezing or coughing</li> <li>● Staff should consult the <a href="#">guidance for food businesses</a> to get an idea of the possible measures to put in place.</li> </ul>	<p>Ext Services Staff</p>	<p>Ongoing</p>	<p>22.10.202 No food throughout the academic year 2020-21</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff during the activity</p>		<p>The DfE recommends:</p> <ul style="list-style-type: none"> <li>● Where possible, keeping pupils in the same groups that they're in during the school day, for example with others in their year group or 'bubble'</li> <li>● If that's not practical, having pupils in small, consistent groups of max 15 pupils</li> </ul> <p>Children in the EYFS will be kept in consistent groups based on their age groups, wherever possible, while adhering to the usual staffing ratios. If children need to be in mixed age groups, we will adhere to the EYFS staffing ratios as applicable.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p>	<p>Where possible, pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of spaces used for activities to allow for this.</p> <p>We will avoid group activities that involve singing, chanting or shouting.</p> <p>Physical activity, contact sports will be avoided. Outdoor play will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Separate rooms for KS1 and KS2 bubbles introduced. Parents notified by email 03.11.2020</p> <p>DfE guidance recommends CONSISTENT bubbles if mixing of groups- all groups will be in the cabin</p> <p>Reminder of separate tables in the cabins and thorough cleaning after use.</p>	<p>SLT &amp; Ext services staff</p>	<p>Ongoing</p>	<p>3.11.2020</p> <p>26.2.21</p> <p>29.3.21</p>

<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Pupils</li> </ul>	<p>Pupil groups will have staggered timetables for start and finish times – refer to Covid Arrival/Departure risk assessment.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between bubble groups doesn't occur, and they will be reminded about the rules throughout the activity.</p> <p>Toilet use will be managed to avoid crowding following the same procedure outlined in the Covid Classroom risk assessment.</p>	<p>We will advise parents/carers to limit the number of extended service providers they use as far as possible, so their children mix with fewer groups.</p> <p>We will advise parents/carers that if they are using other extended service providers, they should seek assurances about the providers' protective measures.</p>	<p>SLT &amp; Ext Services staff</p>	<p>Ongoing</p>	
<p>Spreading infection due to the school environment</p>	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Pupils</li> </ul>	<p>The overarching Covid risk assessment has been written to ensure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p>	<p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in areas being used for the provision.</p> <p>Outdoor space will be used for activities, where possible.</p> <p>If EYFS are attending the provision we will ensure indoor space used for them meets the following requirements:</p> <p>2.3m<sup>2</sup> per child for children aged 3 to 5 years old</p>	<p>SLT &amp; Ext services staff</p>	<p>Ongoing</p>	
<p>Individuals vulnerable to serious infection coming into school</p>		<p>We will continue to follow the latest government shielding guidance to decide who should attend.</p>	<p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will not be asked to be involved in the extended provision</p>	<p>SLT</p>	<p>Ongoing</p>	

Safeguarding and health and safety concerns due to lack of necessary staff	<ul style="list-style-type: none"> <li>● Staff</li> <li>● Pupils</li> <li>● Cleaner</li> </ul>	<p>We will have at least one:</p> <ul style="list-style-type: none"> <li>● Staff member per bubble group (max of 15 pupils)</li> <li>● Cleaner to clean 5.30-6pm</li> </ul> <p>Provision timings changed. Parents notified by email on 15/07/2020 at 16.53.</p>	<p>Adequate paediatric and general first aid training is in place for the provision to open.</p> <p>DSL (or deputy DSL) responsible for safeguarding during out-of-school hours always contactable – staff know rota of DSLs and who to contact Before emailing the parents we checked our plans for re-opening the Extended Services Wraparound Provision against Local Authority and DfE guidance and are very pleased to confirm that we can accommodate bookings.</p>	SLT	Weekly	15.07.2020
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This Risk Assessment has been written in line with Oxfordshire County Council and OCC H&S advice and in conjunction with the NAHT and combined NEU, GMB, UNISON and Unite Checklist for September guidance.