

Berkswich CE COVID-19 Risk Assessment Record Form for March 2021 re-opening of Cedars to eligible families
(adapted from the Staffordshire County Council model)

Section/Service/Team: Cedars after school and before school care club at Berkswich CE Primary School

Assessor(s): R. Joint and P. Johnston

Description of Task/Activity/Area/Premises etc. Revised Cedars Risk Assessment - March from 8th 2021

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Everyone on site. General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.	Control measures in place for clinically vulnerable staff and pupils – see individual risk assessments. Clinically extremely vulnerable pupils and staff should not attend Cedars if a shielding letter from health / GP has been provided. Staff will wear masks whilst at Cedars - in communal and activity areas. They will ensure that a two metre distance is kept from each other at all times. Masks are worn when serving food. Asymptomatic testing available for staff using LFDs in line with government guidance, handbooks and resources. Staff test twice a week and results are logged and monitored. Parents / carers and adult household members / childcare bubbles encouraged to access asymptomatic testing twice weekly Rapid lateral flow testing for households and bubbles of school pupils and staff - GOV.UK (www.gov.uk) Anyone with COVID-19 symptoms or who has someone in their household who has COVID-19 symptoms is not to attend Cedars. Children who are symptomatic whilst in Cedars will be isolated in TN office and member of staff to wear PPE, room to be well-ventilated with child / staff 2 metres socially distanced. In the event of needing the bathroom, the disabled toilet to be used. Waste such as tissues will be double bagged and stored in a secure area for 72 hours prior to disposal. Children will be sent home. TN room and bathroom to be disinfected after use – no one else to use rooms until this has been completed. PPE to be safely removed and disposed of. Symptomatic staff and pupils advised to access testing. Home test kits offered to individuals who would not be able to access testing by the normal testing routes. Active engagement with NHS Test and Trace service. School is aware of LA Local Outbreak Control Plans and refers to outbreak team and PHE / DFE for advice.	M	Individual risk assessments carried out for staff and pupils at higher risk (these are currently for those who are asthmatic, but are reviewed and added to if a new member has medical needs). Masks are worn by staff members. No visitors are allowed to Cedars, School visitor record kept for 21 days of visitors to site using sign-in screen. Visitors use hand sanitiser before and after entering the building and practise regular handwashing. Record of staff and pupils in groups including before and after school provision Encourage staff and parents to engage with Test and Trace process and inform school immediately of the results of a test. Isolate -anyone who experiences coronavirus symptoms must self-isolate for at least 10 days. Anyone else in the household must self-isolate for 10 days from when the person started having symptoms. Test - get a free NHS test immediately to check if you have coronavirus or call 119 if no internet access. Results: if the test is positive the person must complete the remainder of the 10-day self-isolation. Anyone in the household must also complete self-isolation for 10 days from when the person started having symptoms. Share contacts – in the event of positive results follow the NHS Test and Trace instructions. Maintain stock of LFD's and home testing kits in school. Follow local health protection team advice. Staffordshire Local Outbreak Control Plans	09/11/20 PJ OK/KH ongoing PJ ongoing Ongoing SJ/RJ/OK/KH RJ/PJ SJ/KH All staff ongoing RJ/PJ	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Everyone on site. General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces	Frequent handwashing promoted and signage visible. Children are asked to hand-sanitise on entry to Cedars. This is repeated if there is a change in room (e.g. outside to inside). Hand sanitiser available in rooms used (hall, ICT, Y5, Y6 and Intervention room and entrance and exit points. Hand sanitiser available for parent before pressing the Cedars door bell at the end of the day. PJ to ensure in place at the start of every session. Good respiratory hygiene encouraged by promotion of 'catch it, bin it, kill it' approach. Disposable tissues available in classrooms. Bins for tissues emptied during the day by the caretaker. Enhanced cleaning of frequently touched surfaces. Spray stations located in every room - communal areas and entrance / exit. Control measures in place for staff and pupils who are clinically vulnerable or at higher risk. Wellbeing support in place for staff and pupils. Grouping pupils together and avoiding contact between groups - N/R (ICT), Y1, Y2 and Y3 (separately in hall) and Y5 and Y6 in respective classrooms. Staff remain in assigned bubbles where possible, which are linked to any roles they may have in school bubbles. Social distancing maintained wherever possible between all adults on site. Staff, pupils, parents (and any school visitors) informed of the measures in place to reduce transmission. Staff ensure handwashing before leaving Cedars bubble and entering a school bubble.	M	Daily checklists are kept for all rooms to be completed for every session, and then stored digitally - these promote hand sanitising and frequent cleaning of equipment and resources. Parents are asked to wear a mask on drop off and collection and to social distance, particularly through the gate as this is a pinch point. COSHH risk assessment completed for hand sanitiser and cleaning materials. (see risk assessment). Consider if skin friendly skin cleaning wipes are needed for younger children and pupils with complex needs. Signage used to promote hygiene and social distancing. Cleaning schedule includes more frequent cleaning which is monitored by PJ to ensure that this does not deteriorate over time. Cleaning is carried out by the Cedars staff during a session where necessary or before and after snacks. Cleaning is carried out in each bubble and always at the end of each session. Grouping is reviewed in advance of a session to ensure that bubble sizes in each location do not exceed levels set of 15. Book system prevents over-booking of bubbles. Good stock of soap, hand sanitiser, tissues regularly reviewed. Swing lid bins – children to wash hands immediately after disposing of waste. Waste will be disposed of daily, where there is a confirmed positive case, waste will be double bagged and kept in a secure area for 72 hours before disposed.	All staff Parents KH ongoing Ongoing OK PJ All staff - responsible for their own bubble PJ/OK TB (caretaker) ongoing	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Pupils Transmission may occur: When travelling to and from school	At the start of the day, parents are asked to bring in their children and wear a mask on drop off and to social distance, particularly through the gate as this is a pinch point. At the end of the day, parents follow the school path wearing a mask, socially distancing at the main entrance. Parents may not enter the building; a bell has been installed for this purpose and sanitiser provided for use before using the bell. Parents encouraged to quickly drop off and collect children. Pupils sanitise hands on arrival to school. Start times are staggered depending on booking start times; PJ to oversee this and put restriction in place if too many are booked in simultaneously. After school, times are staggered due to school day changes, which also reduces larger numbers accessing corridors or entries to rooms at the same time. All children remain in their bubble during Cedars and do not have contact with others. Designated outdoor areas are provided for the children to use to ensure contact with others is limited. Staff briefings to be virtual where possible	M	Minimise the number of contacts between staff and pupils through separate bubbles. Government wellbeing support Parents are not allowed within the building before or after school. Risk assessments published on Cedars website and guidance emailed to parents with relevant updates. PJ to check that sanitiser is in position before each session and Stock of masks for all staff members. Resilience is underpinning all aspects of school life and this will be extended into Cedars. Support sought from RJ as necessary.	PJ Ongoing RJ/PJ PJ/OK/all staff RJ/PJ	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Everyone on site. Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.	Parents encouraged to park safely and drop off and pick up promptly without delaying to speak to other parents. Parents are asked to wear face masks. The school carpark cannot be used for parents' parking to ensure safety for parents waiting for children and children exiting. Use of rooms reviewed to reduce movement around the building. Rooms organised for activities to support distancing i.e. separate resources for each bubble. Rooms are well ventilated at all times. Unnecessary items and those items hard to clean removed from rooms. Staff and pupils only bring essential equipment into the room (e.g. register and fire grab bags). Thorough cleaning of rooms and equipment at end of sessions by bubble staff member, including high touch points. This is repeated by the evening cleaning staff and lunch time cleaning staff member. Ventilation in the building maximised by opening windows, doors or using ventilation units in all rooms. External doors can be closed during cold spells, windows remain open at all times. External and internal doors are opened during sessions when possible. Visitors on site are not permitted to Cedars. School visitors are limited and access to building controlled (see school risk assessment).	M	Staff member on duty in hall signs children in. Parents do not touch the register. 2m social distancing to be adhered at all times. Reduced adult to adult contact essential. Children do not open the doors. At the end of the day, the adult on duty for pick-ups dates and records time of parent arrival and then escorts child out. No contact with parents. Cedars staff signs when child is handed over. Fire safety procedures reviewed to ensure that any measures put in place do not compromise evacuation routes. Fire Drill and procedures shared with pupils on 02/09/20. Repeat fire drill March. Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply. Ensure increased ventilation measures do not compromise pupil or staff safety. Children permitted to wear extra layers in addition to school uniform. Parents and visitors not permitted to enter school or office unless by appointment. Ring office with urgent messages or email queries to Cedars manager via the office. No letters from parents to be sent in to Cedars for class teachers. Meetings with parents will be held virtually (via Zoom or MS Teams)	PJ and designated staff member in hall PJ and designated staff member in hall KH/RJ PJ Fire Drill 27/11/20 (PJ) KH/OK/PJ	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Staff and pupils Transmission may occur during learning activities and behaviour management.	Consistent groups of pupils and staff (see page 2). Social bubbles / groups use the same classroom and designated outdoor area. Limited interaction, sharing of rooms and social spaces between groups. Outside space used for bubbles as much as possible. N/R use their designated outdoor EYFS space and the other bubbles use the playground. Bubbles change designated area every half term so children can access different parts of the outdoor environment. Older pupils encouraged to keep their distance within bubbles. Staff keep their distance from pupils and other staff (ideally 2 metres from other staff) as much as possible. Sharing of stationery minimised. Shared resources – equipment cleaned regularly and between groups or rotated to allow them to be left unused and out of reach. Activities will always be monitored by PJ; staff will check before a new activity is introduced. All craft activities and those with a number of resources will be agreed in advance by PJ and not carried out until this has occurred. Where possible, actions taken for behaviour management will not involve touching a pupil. All staff to be trained on physical intervention January 2020. Physical activity - Outdoor sports prioritised and contact sports avoided. Staff to have mobile phones in rooms, out of the reach of children, for use in the event of an emergency. All staff have each others' contact details.	M	Behaviour policy, updated to include COVID-19 expectations, has also been adopted by Cedars. Staff have been provided with additional planning time to ensure activities continue to be in line with guidance, but also engaging for each age attending. Staff to avoid face-to-face contact and minimise time spent within 1 metre of anyone. Staggered times outside depending on booking numbers. Staff frequently clean all equipment and surfaces in their room; children to sanitise/wash hands before and after use of indoor and outdoor equipment. Stationery is cleaned between use by different children. Storage of rotated shared resources e.g. (sports and craft equipment) for 48 hours (72 hours for plastics). Risk assessments completed for any pupils with behavioural issues PJ to review as weather becomes warmer and more time is spent outside. Updated Safeguarding policy reflects use of mobiles in an emergency .	02/09/20 RJ/SJ All staff Ongoing PJ Ongoing All staff ongoing PJ RJ/PJ RJ/SJ 02/09/20	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Staff and pupils Transmission may occur through sharing spaces and equipment.	Each bubble has an allocated tray of food which is given out by the member of staff in each bubble (after sanitising hands). In warmer weather, trays may be taken outside. Children to sanitise before and after eating. Staff wear face masks, gloves and aprons when giving out food. Staff clean surfaces after eating. Preventing toilets from becoming crowded by managing numbers accessing them at any one time. Only one child to use designated toilets at a time. N/R use reception toilets. External toilet doors clearly display the numbers of pupils allowed in the toilets. Staff control pupils using the toilets ensuring children use allocated toilets and sinks. Use of hand driers is permitted. Spray and sanitiser in all rooms. Cedars staff do not use the staff room or office. Cedars cupboard is only accessed by one person at a time. Play equipment cleaned regularly or left for 72 hours. Tasks organised so that the shared use and passing of activities or equipment is limited. Hand cleaning after using shared resources and equipment.	M	Where classes finish earlier than the start of Cedars, children attending are kept with the class teachers to enable food preparation and delivery to be carried out as well as the appropriate sanitising. Cedars staff to comply with the government's guidance for food businesses on coronavirus (COVID-19). N/R bubble member to use mobile to contact other staff members if supervision is needed following a toileting accident. Staff clean equipment at end and start of sessions or store to be left for an appropriate length of time. Tables, touch points cleaned at end of session. Staff to continue to sanitise equipment and furniture at the end of every session. Caretaker to check that sufficient sanitiser is provided for parents using the Cedars bell and that the bins are emptied daily. Cedars staff responsible for sanitising the bell at the end of each day.	PJ/WW WW/PJ All staff Ongoing all staff TB waste disposal – ongoing	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Staff and pupils. Transmission may occur when providing personal or intimate care	Those staff involved with providing personal / intimate care as appropriate with PPE worn (available also in ICT room where there are Nursery and Reception children). PPE provided (such as disposable gloves, disposable apron) in Cedars cupboard, ICT room and Y5/Y6 classrooms. Reviewed care plans will continue to be followed by all staff. Hand washing after providing care. For First Aid in all classes PPE will be worn and First Aid kits available in each bubble's area. PJ to ensure that levels of PPE are maintained in areas where needed for Cedars.	M	Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Any PPE used from classrooms to be restocked the same day. Review personal care plans to assess PPE requirements based on individual circumstances.	Staff ongoing/ PJ All staff PJ	M

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Staff and casualty. Transmission may occur when providing First Aid	Wash/sanitise hands before and after treating a casualty. Assist at a safe distance where possible, if they are capable instruct them to do things for you. Minimise time sharing a breathing zone. Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where there is a risk of body fluids entering the eyes.	M	Reviewed Assessment of First Aid Needs. First aiders instructed on the safe “donning and doffing” of PPE. Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA. PPE Exchange can be used to help with finding a supplier. https://www.ppeexchange.co.uk/	PJ by 8.3.21 PJ/KH ongoing	M
		When performing CPR: Call an ambulance Use chest compressions or defibrillator Use a cloth or towel to cover the casualty's mouth and nose while still permitting breathing Use PPE – gloves, apron, fluid repellent surgical mask, eye protection. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available Medicine such as asthma inhalers to be kept in the teachers cupboard in the classroom / social bubble space not in medical room	M	Resuscitation Council UK advice: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19		M
	Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.					

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place <i>Example controls could include:</i>	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when? <i>Examples could include:</i>	Action Completed State the date completed	What is the risk rating now - H, M, L? See section 5
Exposure to COVID-19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	Supervising staff to maintain 2m social distance.	M	Review medication plans to assess PPE requirements (if any) for staff administering medication.	PJ	M
	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	Supervising staff to maintain 2m social distance.	M	Review medication plans to assess PPE requirements (if any) for staff administering medication.	PJ/SJ/KH	M

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
✓			✓		✓	✓

If any are ticked, a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s): *R. Joint*

Print Name: Rachel Joint

Date Assessed: 5.3.21

Signature of Line Manager: *P. Johnston*

Print Name: Paula Johnston

Review Date: 5.3.21

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.