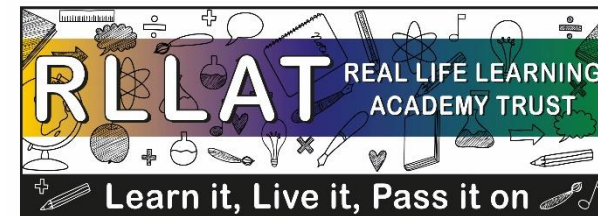


RISK ASSESSMENT FOR		Date of assessment
ACE – Before and After School Club		20 th July 2020
Name of School		Review date
Acton CE Primary Academy / Calveley Primary Academy		4 th September then 11 th September 2020
Name of Assessor (s)	Stephanie Palin/Katie Huntbach/Beverley Dolman	
Assessor Signature		



<p><u>RISK PRIORITY</u></p> <p>HIGH</p> <p>MED</p> <p>LOW</p>	<p>HIGH: Accident likely - with possibility of causing serious injury or loss</p> <p>MEDIUM: Possibility of accident - causing minor injury or loss</p> <p>LOW: Accident unlikely - with control measures in place</p>
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5 steps to Risk Assessment

1. Identify the Hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

No.	Hazard Identified	People at Risk	Existing Control Measures in place	Risk Priority	Additional Controls Required to Minimise Risk
1	Access for breakfast and afterschool club.	Parents and children accessing wrap around care and staff	<ul style="list-style-type: none"> • All parents have been contacted regarding where Breakfast and ASC will be based and arrival and departures have been communicated in the letters distributed. • Acton parents to use old front door and ring the bell both on collection and drop off. • Calveley parents to park and walk through old EYFS gate to play area at the back of the school and walk to the bottom door of the hall. 	Low	<ul style="list-style-type: none"> • Hand sanitiser to be placed by the old front door in Acton by the bell • Hand sanitiser by the Hall door in Calveley. • All places need to be booked in a week in advance no ad hoc bookings will be permitted.
2.	Emergency exit from club required – such as in the event of a fire alarm.	Children and staff in breakfast and ASC	<ul style="list-style-type: none"> • Acton provision has 2 routes from the hall which is its base. Exit through the old front door and through to the playground gate and line up next to the wall on the playground observing the 2m markings. Alternatively to exit through the main entrance and line up in the same space. • Calveley provision has 3 routes from Hall. Main route is through the the outside hall door and round to the tennis courts. Alternatively to exit through the double doors and round the back of the hall and onto the tennis courts lining up on 2m markings at the far side, next to the fence. Final route will be through the playground door and line up on the tennis courts. 	Low	<ul style="list-style-type: none"> • Routes to be shared with the children on the 4th September and 7th September. • Practise fire alarm to take place in the first two weeks in September in school. • All children that do not attend in the first two weeks in September will be informed of the procedures.

3.	Adult led activities	Children and staff	<ul style="list-style-type: none"> All children must be seated with children from their class only. Classes MUST NOT mix. Siblings cannot be together unless in the same class as this will mix classes. Children from the same class only can play together. Assign classes of children to an area with desks in the hall. This will be their base. All equipment will be wiped down after use daily and can be rotated each day or put into storage for 48-72 hours 	Medium	<ul style="list-style-type: none"> Hall must be set up in readiness for the children Plans can be prepared a week in advance due to bookings being made a week in advance. Desks must be set out in specified areas Play equipment set out for each class. All equipment wiped after use or put into storage. Areas will be set up outside for each class also. <p>Calveley: All 4 classes allocated a specified area on the field and when the weather makes the field inaccessible there will be allocated space on the tennis courts.</p> <p>Acton: Class 1 EYFS area, Class 2 grassy area outside of EYFS area, Class 2-6 allocated zones on the field.</p>
4.	First aid required	Children and staff	<ul style="list-style-type: none"> Both staff running the clubs are first aid trained and able to administer any response necessary. PPE equipment is available in both schools for these purposes. First aid policy addendum updated in response to Covid 19 new guidance July 2020. 	Medium	
5.	Food preparation and serving.	Children and staff	<ul style="list-style-type: none"> Both bases have access to provision. Gloves will be worn. 	Low	<ul style="list-style-type: none"> Each school to undertake its own food orders Fridge to be moved to school kitchen area in Calveley.

6.	Late collection of a child.	Children, staff and parents	<ul style="list-style-type: none"> • Parent will be expected to contact school if they are likely to be late. • Staff member will contact the parent if no contact has been received. • All contact details will be kept securely in a locked place. Store cupboard in Class 4 for Calveley. • Hall in Acton. • SMO will remain with member of staff 	Low	<ul style="list-style-type: none"> • All contact details to be updated.
7.	Toileting	Children	<ul style="list-style-type: none"> • Pedestal bins placed in the toilets. • Children to toilet no more than 2 at any time. 	Medium	<ul style="list-style-type: none"> • Paper towels to be placed in toilets and use monitored by HOS • All children to wash hands after being outside and before eating. • Wipes to be readily available
8.	Cleaning	Children and staff	<ul style="list-style-type: none"> • Cleaning schedule has been set up. • A fogger has been purchased, proven to kill Covid 19 bacteria for 8 days. • Supplies have been purchased for: Tissues Anti-bacterial soap Hand sanitiser Anti-bacterial wipes Tape Pedestal bins have been placed around school. 	High	<ul style="list-style-type: none"> • Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Share cleaning schedule. • Crystal clean to provide their updated RA • Fogger to be used each Friday. • Waste from bins will be double bagged and emptied twice a day.

FOLLOW UP ACTIONS

No.	Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Action Completed (Signed & Dated)
1	Reduction of transmission	<ul style="list-style-type: none"> • Hand sanitiser to be placed by the old front door in Acton by the bell • Hand sanitiser by the hall door in Calveley. 	SMO	3 rd September 2020	
2	Prevention from fire	<ul style="list-style-type: none"> • Routes to be shared with the children on the 4th September • Practise fire alarm to take place in the first two weeks. 	ACE Staff	4 th September and by the 11 th September 2020	
3	Reduction of contact with others to prevent transmission	<ul style="list-style-type: none"> • Halls need to be set up daily so children can sit at desks in their class groups and maintain 2m social distancing between other classes 	ACE Staff	Daily from 4 th September 2020	
4	Reduction of transmission	<ul style="list-style-type: none"> • First aid policy will be amended to include an addendum in response to Covid 19. 	EHT	By 1 st September 2020	Completed 20 th July 2020.
5	Reduction of transmission	<ul style="list-style-type: none"> • Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Share cleaning schedule. • Crystal clean to provide their updated RA • Waste from bins will be double bagged and emptied twice a day. 	EHT/SMO/ Cleaning staff	By 1 st September 2020	