

**Blaenavon Breakfast Club**  
**COVID January 2021 Risk Assessment Form**

**HEALTH AND SAFETY RISK ASSESSMENT FORM**

TORFAEN  
COUNTY  
BOROUGH



BWRDEISTREF  
SIROL  
TORFAEN

**RISK ASSESSMENT FOR:** Breakfast club procedures whilst complying with national guidelines to try prevent the transmission of COVID 19

N.B. Due to the nature of the virus it is impossible to eliminate all risk. This risk assessment attempts to set out the measures that have been taken to ensure that staff, pupils and parents are as safe as possible.

**ASSESSMENT UNDERTAKEN BY:** Jane Howells/Tracy James/Mandy Beale/

**DATE OF ASSESSMENT:** 04/01/2022

**REVIEW DATE:** February half term or before should guidance change

This risk assessment needs to be read in conjunction with the COVID 19 risk assessment that was updated January 2022 and the breakfast catering risk assessment.

HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
<p>Following the Governments latest operational guidance on the return to school in January, The LA, Schools and Governing Bodies have to ensure measures are still in place to keep pupils, members of staff and contractors to site as safe as possible, at the same time as trying to prevent the transmission of COVID 19 as far as is reasonably practicable</p> <p>The risk assessment below outlines the measures that Blaenavon Heritage VC Primary is taking to continue Breakfast Club provision for the all pupils requesting provision from January 2022. This risk assessment should be read in conjunction with the whole school risk assessment (Jan 2022).</p>						
HAZARDS	WHO COULD BE HARMED AND HOW?	WHAT ARE YOU DOING ALREADY?	WHAT FURTHER ACTION IS NECESSARY?	BY WHOM	BY WHEN	COMPLETED (DATE)
Intended start date		Breakfast club provision will resume on 06/01/2022 after the Christmas break with revised guidance	Weekly check-ins with staff	All actions to be monitored by head and SLT	Feb half term 2022	

<b>Arriving at School For Breakfast Club: Staff/Parents/Pupils</b>		<p>Staff maintain a 2m distance from each other where possible</p> <p>Parents/Pupils are requested to follow the social distancing guidance outside of all entrances.</p> <p>Pupils must be willing to enter breakfast club as staff will not be able to have physical contact to encourage/guide them.</p> <p>Pupils must sanitise hands on entry to the hall – school to supply</p>				
<b>Parental Access to School</b>		Parents/carers must not enter the school building.				
<b>Breakfast Club Times</b>		Breakfast club will commence at 8.30am and run until 9.00am to allow for staggered school start times. Pupils to arrive for breakfast 10 minutes before their class start time.				
<b>Registration</b>		All pupils registered will be offered a breakfast.				
<b>Pupils clothing/bags</b>		Pupils will place bags/coats under their seat at the table.				
<b>Food/Drink Options</b>		<ul style="list-style-type: none"> <li>• Toast</li> <li>• Juice or milk</li> <li>• Fruit</li> <li>• Cereals</li> </ul>				
<b>Seating Arrangement</b>		Tables will be set out for class groups.				
<b>Serving</b>		<p>Pupils will sit at their designated table.</p> <p>The pupils will be served breakfast at the table by the breakfast supervisors.</p>				
<b>Disposal of waste food/drink</b>		Each group will be instructed to clear their waste and crockery etc., to a designated area within the hall. There will be 2 clearing stations for dirty returns.				
<b>End of breakfast</b>		<p>Pupils will go up to classes at 8.50am. School staff will collect Foundation Phase children</p> <p>Exit for each class will be via the hall door.</p>				
<b>Movement</b>		Pupils must remain seated during the Breakfast Club session.				
<b>Toilets</b>		If pupils need to use the toilets, the infant toilets outside of the hall are to be used.				

		Pupils will be instructed to wash their hands after using the toilets for 20 seconds.				
<b>Children with Challenging Behaviour</b>		Head teacher to be informed and parental contact will be made. Unacceptable behaviour will not be tolerated.				
<b>Meeting the Personal Care needs of Pupils. Dealing with toileting Accidents</b>	Having close contact with a pupil could cause the virus to spread	<p>PPE to be made available to staff – gloves, mask, visor, apron for staff to use if required.</p> <p>Regular cleaning of changing area by cleaners.</p> <p>Handwashing and anti bac products to be available at all times. Handwashing is important after each procedure. Staff not to touch their faces until they have washed their hands.</p>				
<b>Case of COVID 19 (from whole school risk assessment)</b>	Any case of COVID 19 needs to be dealt with safely	<ul style="list-style-type: none"> <li>Staff, students, parents/carers to be informed of the symptoms of possible coronavirus infection, eg. a cough, difficulty in breathing and high temperature, changes or loss of taste and smell, and are kept up-to-date with national guidance about the symptoms and guidance in relation to 'stay at home';</li> <li>Any student who displays signs of being unwell is immediately referred to the Headteacher by telephoning. While waiting to be collected, children will be supervised in the isolation room – ensure social distancing is maintained;</li> <li>Students displaying symptoms of coronavirus do not come in to contact with other students and as few staff as possible, whilst still ensuring the student is safe;</li> <li>The relevant member of staff calls for emergency assistance immediately if the student's symptoms worsen;</li> <li>The parents of an unwell student are informed as soon as possible of the situation by the Head/ office</li> <li>Areas used by unwell students who need to go home are thoroughly cleaned once vacated;</li> <li>If unwell students are waiting to go home, they are instructed to use isolation toilet outside the hall to minimise the spread of infection. Toilets are to be cleaned immediately after use;</li> <li>If a member of staff or child displays symptoms of COVID-19 they must self-isolate for 10 days before returning to school.</li> <li>Testing is available for all staff and children. If the result is negative, staff and children can return to school before the 7</li> </ul>				

		<p>days is up.</p> <p>Once they have been tested for COVID 19.</p> <ul style="list-style-type: none"> <li>• If a member of staff or child receives a positive test for COVID-19, all children and members of staff in that group may need to self-isolate for 10 days.</li> <li>• Ensuring arrangements are in place for first aid support and availability;</li> <li>• Account for availability of trained first aiders or emergency personnel;</li> <li>• Provisions should be fully stocked and monitored. Accident forms completed where required;</li> <li>• If a member of staff is diagnosed with COVID 19 as a result of being exposed during the work place this must be reported in line with RIDDOR guidance – in the same manner as any incident resulting in exposure to biological agents</li> <li>• All students' emergency contact details are up-to-date, including alternative emergency contact details, where required;</li> <li>• Students' parents/carers are contacted as soon as practicable in the event of an emergency;</li> <li>• Students' alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ul>				
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