



COVID 19 RISK ASSESSMENT

BGS SUMMER SCHOOL/HOLIDAY CLUB – JULY – SEPT 2020

This RA covers site access, pupil safeguarding. BGS has a statutory duty to ensure, so far as is reasonably practicable the health and safety at work of its employees, pupils and that its activities do not endanger others who may work or visit its premises.

To be read in conjunction with the whole school Covid 19 Risk Assessment and DfE document, Protective measures for out-of-school settings during the coronavirus (COVID 19) outbreak, dtd 1<sup>st</sup> July 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Completed
COVID 19	<i>Staff, pupils and parents</i>	<i>An extensive risk assessment is already available which has been in use since the school re-opened 1<sup>st</sup> June 2020. That document is still valid and to be referred to at all times</i>				
Infection Control	<i>Staff, pupils and parents</i>	As per original risk assessment:  Minimise contact with individuals who are unwell  Access Track and Trace if necessary  Frequent hand washing with soap, sanitiser to be used if soap and water not available  Encourage good respiratory hygiene, catch it, bin it, kill it reinforced				

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		<p>Reduce singing, chanting, shouting or conversing loudly (Pg 7/16)</p> <p>Regular cleaning of areas used</p> <p>Good ventilation of indoor areas</p> <p>Signage in place in toilets to remind all of good hand washing</p>				
PPE	<i>Staff, pupils</i>	Staff are not required to wear PPE, other than that required during the normal course of their duties				
Drop Off/Collection procedure	<i>Staff, pupils and parents</i>	<p>Parents will not be allowed into school, as has been the case since re-opening.</p> <p>Parents informed by letter of procedures</p>				
Location of Holiday Club	<i>Staff, pupils and parents</i>	Parents informed by letter of procedures				
Communication with parents when Admin team are not present in school	<i>Staff, pupils and parents</i>					
Greater risk of complications for shielded and clinically	Shielded and clinically vulnerable children and young people	For the vast majority of children and young people, coronavirus (COVID-19) is a mild illness. Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-				

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vulnerable children and young people		<p>existing medical conditions have been advised to shield. The government does not expect these children to be attending school or college, and have encouraged schools to continue to support these children at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus (COVID-19). A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category. BGS advises all parents of children that are clinically vulnerable to seek and follow the medical advice of their child's Dr before making a booking.</p>				
Person showing symptoms of Covid 19 whilst attending Holiday Club	Pupil, staff, parents	<p>Refer to Covid 19 Risk Assessment as to procedures in this instance. Parent to be contacted immediately, child isolated whilst awaiting pick up. Staff member supervising to wear PPE.</p> <p>Child not allowed to return until tested, results known and quarantined for the appropriate period of time if tested positive.</p>				
Number of pupils attending		<p>Maximum capacity levels in operation.</p> <p>Parent survey beforehand to establish numbers, with some children allocated to different days to avoid too many attending each day</p>	Numbers constantly reviewed whilst Holiday Club in operation			

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Ratios, bubbles, groupings	Pupils, staff	Where possible small, consistent groupings of no more than 15 children (Pg 6/16)  Parents encouraged to limit number of settings their child can attend				
Staffing levels	Pupils,staff	Monitored by SAJ & JH  Usual absence procedures in place ?  Who do staff contact ?  Must have one staff member per group of 15 children (pg 9/16)				
Social Distancing	Pupils, staff	Early years and primary age children cannot always be expected to remain 2 meters apart from each other and staff. BGS staff will promote social distancing and reduce risks where possible, but we cannot guarantee a full social distancing environment.  Signage in place				
Holiday Club Activities	Pupils, staff	The programme of activities is to be assessed daily before the activity starts and adjusted as required by the staff member to ensure they are Covid safe .  Individual risk assessments drawn up where necessary		Staff member	Daily before activity starts.	

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Outdoor sessions	Pupils, staff	As risk from Covid 19 reduces whilst outdoors, attendees will access outdoor sessions as much as possible.  First Aid kit to be taken outdoors at all times and either a walkie talkie or mobile phone to allow quick communication with the person in charge on the day				
Accident to child or staff member	Pupil or staff member	Details of First Aiders on signage throughout the site.  BGS First Aid procedures to be followed for duration of Holiday Club	Ensure qualified First Aider available at all times  Social distancing and PPE to be used in accordance with Covid 19 First Aid recommendations  No rescue breaths if CPR required			
Food allergies	Pupil or staff member	Details of individual allergies and food intolerance available.	Food prepared for the duration of Holiday Club will be prepared with this in mind. Staff members to familiarise themselves with details of all children across year groups			
Dining Rooms	Pupil or staff member	Children to sit in bubbles				
Surface contamination and ongoing cleaning as needed.	Pupil or Staff member	Clean and disinfect regularly touched objects and surfaces more often than usual (regularly throughout the day) using your standard cleaning products. High frequency contact points should be cleaned as required throughout the day, this includes (but is not limited to) external door handles, hand	Ongoing cleaning for duration of Holiday Club, by staff running the club and Cleaning Staff.  Cleaning supplies available from the Caretaker			

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		washing taps, toilet/bathroom door handles. Consider where possible and without compromising safeguarding if doors can be propped open to minimise contact. This should take place with standard cleaning products. Staff will be provided with disposable gloves and aprons to wear during this time.				
Use of outdoor equipment	Pupils or Staff member	Climbing Frame in EYFS area available for use. With appropriate signage in place. Trim trail out of use at this time				
Use of resources including IT equipment	Pupils or Staff member	Cleaning/ Sanitisation to prevent cross contamination				
Safeguarding issues	Pupils, Staff member or parent	BGS Safeguarding procedures to be followed for duration of holiday club. DSL or Deputy DSL contactable at all times				
Fire Evacuation	Pupils, Staff member or parent	Staff to follow BGS evacuation procedures.  Staff working in different areas of the school to familiarise themselves at the start of the day with evacuation procedures for that area.  As children are attending on different days they need to be briefed daily on evacuation procedures.				

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Pupils with SEN requirements	Staff, pupils	Ensure activities are differentiated				
New Pupils	2 x Mennell	2 x children joining the school, ensure they are fully briefed before and on arrival of procedures in place  In the event of fire evacuation ensure they are familiar with the route				
Inclement Weather	Staff, Pupil, parents	Activities to be adjusted in the event of inclement weather including high winds, thunder. Lightning and excessive heat  Children to be reminded to apply sun cream before arriving  Activities to be in shade if very sunny/hot. Shaded areas within the school grounds to be used.  Access to drinking water				
Maintenance/building work within the schools and grounds	Staff, Pupil, parents	Building project in Pre Reception – date TBC separate risk assessment will apply for that .  Other contractors work to be kept to a minimum.  Caretaker/cleaner will need to prepare school for the new academic year. Needs to				

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		be informed in advance of location of Holiday Club to allow for preparation.  Class room changes – TBC by SAJ				

RA Prepared by: H Kernaghan

Date: Signed by:

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Countersigned by:

