

SCHOOL RETURN - COVID-19

(Buddies before and after school provision)

What are the significant hazards?	Who might be harmed?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	Done date
Contact at the beginning of the day	Staff Pupils	<ul style="list-style-type: none"> • Minimise contact by having drop off at the office one family at a time. • Buddies staff telephoned to collect pupils from the main office- no parents in school. • Wipes available to clean the phone after use. • Year group TA to collect children from the community room at 8.40am. • Pupils wash hands upon arrival following guidance (warm water, rub for at least 20 seconds) • Pupils wash hands on departure to class from breakfast club following guidance (warm water, rub for at least 20 seconds) • Minimal equipment brought to school- limit to coat, lunchbox if appropriate, reading book if issued. • Parent pay booking system used as a register and children signed in/out manually by the Buddies staff indicating the time of arrival/departure. • All children using the provision to have their temperature taken on arrival 	<p>Ensure staff members all aware of their individual role</p> <p>Assess drop off procedure after 1 week</p> <p>Check supplies daily- consider putting a cleaning log in place</p>	L	
Contact and mixing in Buddies	Staff Pupils	<ul style="list-style-type: none"> • Children will be in year group bubbles but will maintain social distancing where possible 	<p>Audit food use/ waste and adjust offer as appropriate</p>	L	

		<ul style="list-style-type: none"> • Staff do not need to wear face coverings but need to ensure social distancing is maintained as much as possible • Resources will be thoroughly wiped down after each session • Tables per year group for eating breakfast/ snack • Separate areas for playing, storing belongings per year group bubble • Pupils not to go to the toilet at the same time • Use the toilets nearest the community room to avoid numbers travelling in the corridors- minimise contact • Staggered times for playing with external equipment/ on the playground as well as for eating. 			
Hygiene is not sufficient	Staff Pupils	<ul style="list-style-type: none"> • Wash hands on entry to the community room using the bowl provided before joining the year group bubble • Wash hands before eating (unless just done on arrival) and after eating • Remind children to avoid touching their face. • Signage up to remind about respiratory hygiene: Catch it, Kill it, Bin it. Use a tissue for coughs and sneezes and then throw this away and wash hands. 	Check supplies of tissues, sanitiser, soap and paper towels	L	
Cleaning procedures are not sufficient	Staff Pupils	<ul style="list-style-type: none"> • Buddies staff to clean hard surfaces before/after use • Avoid use of soft materials due to the difficulty in cleaning 	Evaluate resources being used- can they be used on a rota system to allow for	L	

		<ul style="list-style-type: none"> • Tables cleaned before and after use with sanitising or antibacterial spray or wipes • Frequent touch surfaces cleaned with sanitising or antibacterial spray or wipes during the longer after school session, e.g. door handles, water jugs • Staggered eating time to allow for cleaning in between when using any equipment which must be shared 	48 hours between use?		
Food preparation does not meet standards	Staff Pupils	<ul style="list-style-type: none"> • Surfaces wiped before and after use with an antibacterial/ sanitising spray • Staff wash hands before any food prep or service as well as after • Food preparation to be done before the children arrive where possible to reduce the possible risk of droplets being breathed out by others • Breakfast: food/drink items to be given out by the staff to each child individually (children to wash hands before and after eating). • Afternoon snack: choice of cold/hot food. Menu will be shared weekly (to parents also if requested) food will be stored in allocated fridge in the community room. Only accessed by Buddies staff members. • Equipment shared by whole bubble but cleaned thoroughly after each session • All equipment washed on a hot wash in the community room dishwasher before Buddies staff go home from shift/ go to class 	Check items in fridge and resources/ equipment to use	L	
Fire procedures	Staff Pupils	<ul style="list-style-type: none"> • Parent Pay used for register 	Preservation of life takes precedence-	L	

		<ul style="list-style-type: none"> • Fire procedures are updated- leave from the door on to the KS2 playground, through the playground gate and across the road on to the field. Line up in year group bubbles where possible and take register to check attendance • One member of Buddies staff to bring walky-talky/ mobile to maintain contact with caretaker/ SLT 	get out in case of fire, don't worry about distancing while escaping the building		
First aid training lapses/ is not up to date	Staff Pupils	<ul style="list-style-type: none"> • Check dates for training • All Buddies staff are first aid trained • At least one member of staff has Paediatric first aid training 	HK to check training certificates	L	
Minimise contact at the end of the day		<ul style="list-style-type: none"> • Adult brings the children from their year group to the community room once other children from class have been dismissed (wait until quieter in the corridors to avoid congestion) at the end of the school day. • Buzzer in reception area for parent to contact Buddies staff in the community room. Wipes provided for parent to wipe intercom bell after use- Buddies staff to do this if unsure whether the parent has. • Buddies staff member to sign out on collection with time of departure • Parents wait one family at a time in the office area to avoid congestion 	Evaluate collection practices after week 1	L	