

COVID-19 RE-OCCUPATION OF SCHOOL PREMISES – BREAKFAST CLUB RISK ASSESSMENT

To reduce the spread of COVID-19 the decision was taken to close Schools temporarily and cease all non-essential services within School buildings. We are now at the point where full reoccupation of schools is due to take place on **Tuesday 1st September 2020. Breakfast Club will begin on Thursday 3rd September 2020**

This checklist must be completed by the School and a Council appointed Officer prior to the re-occupation of the building.

- 1. Prior to school staff returning Sections A & B should be completed and arrangements implemented.**
- 2. Prior to Children & Young returning Section C should be completed and arrangements implemented.**

Following completion of the Risk Assessment process the completed document will be issued to school by Health and Safety, documenting infection prevention/control measures in place, which school will be supported to regularly monitor going forward.

RE-OCCUPATION ASSESSMENT FOR BREAKFAST CLUB @SJL

School Being Assessed :	St John Lloyd RC Primary School
Head Teacher:	Claire Hart
School Staff Assisting in the Assessment if not the Headteacher:	John Ivins
School Contact Tel No.: Email of school contact	02920777690
CC Officer Completing the Assessment:	
CC Officers Mob Number & Work Email	

Please ✓

Primary School	X
Secondary School	
Special School	

Section A

General Building Information

1. Number of staff usually based at the School Breakfast Club?	6
2. How many catering, kitchens, food prep areas are there?	Non-functional (normally 1). Max 30 pupils in infant hall & 30 pupils in junior hall
3. How many toilets are there in the School: <ul style="list-style-type: none"> Staff (Male/Female/Unisex) Disabled Toilet/s Pupil Toilet/s <i>Please state the number of blocks and the number cubicles/urinals available?</i>	Staff male : 3 toilet blocks (1 cubical & 1 Urinal in each) Female : 3 toilet block (2 cubicles in each) Pupils Toilets: Infants: 5 blocks (3/2 cubicles in each) Juniors: 8 blocks (13 cubicles & 3 urinals) *Markers to be placed on doors for occupancy
4. How many floors are there above ground floor?	Ground Floor
5. How many stairwells are there within the building?	No stairwells
6. Does the School have lifts, if so how many?	No Lifts
7. Generally, what time do breakfast staff enter the building in the mornings / leave?	Arrive : 7:45am Leave: 8:45am

Building Details

Please provide details

8. Can staff be organised to ensure physical distancing of 2m between members of staff & pupils?	Yes- In place	
9. Can pupil desks be organised to ensure physical distancing between pupils accommodated in each area?	Yes – sit at table in families	
10. Has appropriate physical distancing signage been erected within the School? • <i>This should be erected at the entrance/exit as a minimum.</i>	Social distancing signs and hand wash throughout the school	
11. Is a one-way foot traffic route possible to comply with physical distancing? • <i>provide visual signage</i>	Yes https://www.stjohnlloydrcprimaryschool.co.uk/covid-19-reopening/	
12. Have floor markings/signage been considered in key locations (internally and externally) to demonstrate 2m distancing? • <i>These are being supplied based on this assessment.</i>	Externally - 2m distancing on all pick up and drop off doors/areas.	
13. Where possible, can all non-fire doors be propped open to reduce contact points? • <i>Consult with the Fire CAD Plan.</i>	In the case of a fire alarm, fire doors to be wedged open so pupils / staff are not touching doors / handles. If the fire alarm sounds staff and pupils should keep to 2m social distancing. All staff and pupils should assemble on the usual fire drill assembly areas (i.e. Juniors in Infant yard and Infants in Junior yard) .There are currently no planned maintenance or drills during school hours.	
14. Have any statutory maintenance inspections lapsed since the premise was closed, please list, including expiry date and the contractors proposed to undertake the works. : 1. Gas Boiler 2. Hot Water Boilers/ Pressure Systems 3. Lifting Equipment -Thorough Examination & Service (where applicable); 4. Fire Alarm System; 5. Emergency Lighting System; 6. Fire Extinguishers; 7. Sprinkler Systems (where applicable) 8. Local Exhaust Ventilation testing – Science/ D&T (where applicable) 9. Portable Appliance Testing;	Expiry Date	Contractor
	1.	8/4/21
	2.	
	3.	N/a
	4	Need to book Tremorfa
	5.	2/10/20
	6.	17/10/20
	7	
	8	
	9	10/20
15. Do you intend to have any plans to undertaken internal/external works? If so, please state what this work entails and who is undertaking the work.	No	
16. Record Date of Legionella Treatment of the water installation, (<i>to be undertaken by Aquasafe</i>). Until the system has been tested and certificated as safe bottled water should be used on site.	N/A	

17. Do all rooms that are intended to be occupied have windows which can be opened, if not are they supplied with mechanical ventilation? (<i>record any rooms to be occupied which have neither</i>)	All rooms have large windows that open for ventilation.
18. Where lifts/lifting equipment is available onsite, is this going to be used? <ul style="list-style-type: none"> <i>If so consider individual use of lift.</i> <i>Signage on use of lift</i> <i>Enhanced Cleaning of lift</i> 	N/A
19. For schools that have multiple sites, have measures been considered to minimise movements between sites for both staff and pupils?	Yes. Where possible access to Junior Buildings will be for Junior pupils only. Access to Foundation Phase Buildings will be for Infant pupils only. Families can sit together in Breakfast club

Infection Control / Premises Cleaning

Please provide details	
20. Who normally cleans the premises? <ul style="list-style-type: none"> <i>Council Cleaning Services</i> <i>Directly Employed Cleaners</i> <i>External Cleaning Contractor</i> 	Cardiff Cleaning Services
If you use directly employed cleaners or contract cleaning companies, you will be provided with a specific cleaning assessment document that needs to be completed prior to reopening.	
21. Have you considered an enhanced cleaning regime undertaken by school staff to supplement the cleaning undertaken by cleaning staff? . <ul style="list-style-type: none"> <i>This includes hand contact surfaces, doors, D&T, science equipment and toys/equipment.</i> 	Enhanced policy - CCS
22. Have you considered a clean, easily accessible room utilised for PPE storage, donning and doffing?	PPE to be stored in PPA room. All staff to watch LA guidance https://www.youtube.com/watch?v=ToaB1SWXFsl

Fire Safety

Please provide details	
23. Is the building Fire Alarm Operational <ul style="list-style-type: none"> <i>Test the system from one call point.</i> <i>No evacuation required if undertaken before staff return.</i> 	Weekly check by caretaker
24. Operate all Fire Exit doors: <ul style="list-style-type: none"> <i>School estates staff to walk around and check FED's open easily during an emergency.</i> 	Weekly check by Caretaker
25. PEEP's & Buddies <ul style="list-style-type: none"> <i>Considering the staff and pupils returning to the school, do any have a PEEP in place? If yes, can the PEEP be supported?</i> <i>This may include the availability of buddies to assist with the evacuation of the person who has a PEEP in place.</i> <i>These should all be reviewed prior to re-occupation.</i> 	N/A
26. Have you considered how a fire drill will take place, taking into account social distancing? <ul style="list-style-type: none"> <i>Re-familiarise Staff with Fire Action Notice</i> <i>Do assembly points have space for social distancing</i> <i>If not is there an alternative</i> 	In the case of a fire alarm, fire doors to be wedged open so pupils / staff are not touching doors / handles. If the fire alarm sounds staff and pupils should keep to 2m social

	<p>distancing.</p> <p>All staff and pupils should assemble on the usual fire drill assembly areas (ie Juniors in Infant yard and Infants in Junior yard) .There are currently no planned maintenance or drills during school hours.</p>
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Section B

Staff Reoccupation

	Please provide details
<p>27. Have you considered the arrival of staff on site taking into account social distancing?</p> <ul style="list-style-type: none"> Staggered start time staff locations of entry, Information to be provided to them prior to their first day. 	<p>Staggered starts and separate access points for staff & pupils for main school. Max 30 pupils in infant hall & 30 pupils in junior hall</p>
<p>28. Have staff been informed about the most up to date symptoms to monitor in themselves, their families and pupils?</p>	<p>Yes see SJL Reopening Policy Procedures document https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/2960123fe6344f928fc09a9dde10ad03/sjl-covid-19-reopening-policy-procedure.pdf</p>
<p>29. Have you considered parts of the School that can be closed off from staff to reduce the risk of contamination?</p>	<p>No entrance to the main halls/ corridors. All access to classrooms from exterior entrances.</p>
<p>30. How do you intend on briefing staff on updates/changes to social distancing, infection control etc.?</p>	<p>Weekly briefing over two sites, updates on school designated covid 19 site https://www.stjohnlloydrcprimaryschool.co.uk/covid-19-reopening/</p>
<p>31. Have you considered a cleaning regime for communal staff equipment (microwave, Kettle, Toaster? <i>There should be no communal plates, cutlery, cups or glasses – staff to bring wash and take home their own personal equipment.</i></p>	<p>The staffroom may provide sealed tea, coffee, hot chocolate, sweetener/sugar, and individually wrapped biscuits. Staff to wipe down surfaces after use and to use their own cutlery and mug.</p>
<p>30. Have you advised your first aiders of the new procedure for providing first aid treatment following the outbreak of COVID-19?</p> <ul style="list-style-type: none"> <i>There is specific guidance for this.</i> 	<p>H&S officer to advise</p>
<p>31. Have you considered a location for administering first aid to ensure adequate social distancing from others?</p> <ul style="list-style-type: none"> <i>Some schools don't currently have specific first aid rooms.</i> 	<p>Yes. Outside of the isolation room on first aid bench in Junior school. Outside of the office on the first aid bench in the infant school.</p>
<p>32. Have you considered a suitable location for an isolation room for those pupils displaying symptoms?</p> <ul style="list-style-type: none"> <i>Specific advice available for PPE requirements and cleaning.</i> 	<p>Isolation room in juniors & infants are the current ELSA rooms.</p>
<p>33. How do you intend to manage the recording of incidents where social distancing has not been adhered to?</p>	<p>Social distancing log in main office for all incidents (i.e. for 1st Aid)</p>
<p>34. How do you intend to manage recording of maintenance requests?</p>	<p>Electric excel log</p>

<ul style="list-style-type: none"> • <i>Could this be done electronically?</i> 	
<p>34. How do you intend on managing the cleaning of bodily fluid spillages?</p> <ul style="list-style-type: none"> • <i>These should be cleaned immediately in line with specific guidance.</i> 	<p>Follow the guidance for PPE for those incidents that cannot guarantee social distancing measures. PPA room is the store for PPE.</p>
<p>35. Where use of the printer is required, how will this be managed?</p> <ul style="list-style-type: none"> • <i>Cleaning of equipment between uses or a designated member of staff to print all materials each day.</i> 	<p>Only 1 person to use the photocopier, wipe down of surfaces after use.</p>
<p>36. Are members of the public required to attend the School? If so, how will this be managed?</p>	<p>No meetings or visitors meetings arranged. Parents will follow a designated one way for drop off and pick up.</p>
<p>37. How are you managing the stock levels in staff toilets, ensuring there is adequate liquid hand soap, disposable towels/ working hand dryers and bins?</p> <ul style="list-style-type: none"> • <i>In some instances this is only done by caretaking staff who are not onsite during the school day.</i> 	<p>Only done by Caretaker. Checks at 7am/ 1pm / 4pm.</p>
<p>38. What consideration have you given into social distancing for toilet use for staff?</p> <ul style="list-style-type: none"> • <i>Classes allocated specific toilet blocks, toilet monitors, toilet passes,</i> 	<p>1 person in staff toilets at any one time</p>
<p>39. Where staff support with toileting or nappy changing, what measures have been considered to minimise the risk?</p>	<p>PPE to be stored in PPA room. All staff to watch LA guidance https://www.youtube.com/watch?v=ToaB1SWXFsl</p>

Section C

Pupil Reoccupation

	Please provide details
<p>40. Based on current admission numbers, what do you anticipate the numbers of pupils accessing the breakfast club to be?</p>	<p>60 pupils maximum</p>
<p>41. What consideration have you given into reducing the need for pupils to move around to collect equipment?</p> <ul style="list-style-type: none"> • <i>All resources should be placed on individual desks.</i> 	<p>Any stationary used by pupils must come from home. No sharing of stationary.</p>
<p>42. Does each breakfast group have facilities for handwashing (highlight those with just cold water), if so, are you able to stock these with liquid hand soap, disposable towels and an open lidded or foot operated bin?</p>	<p>Yes</p>
<p>43. Have floor based activities been restructured to eliminate the need for pupils to sit on the floor?</p> <ul style="list-style-type: none"> • <i>There is increased risk of contamination on the floor.</i> 	<p>No floor based activities on chairs</p>

<p>44. Can the cloakrooms be managed to ensure social distancing between pupils and their items?</p> <ul style="list-style-type: none"> Consider leaving coats, bags etc on the back of chairs or under desks. 	<p>No lockers to be used, coats and bags to be placed on chair/seat.</p>
<p>45. What arrangements are in place for hand washing at critical times?</p> <ul style="list-style-type: none"> Key times are provided within guidance. 	<p>The washing of hands is paramount. All pupils must wash their hands for 20secs when entering a new room, after returning from the toilet, cloakroom or any outside areas. Designated time allocated</p>
<p>46. What consideration have you given to lunchtime arrangements in regards avoiding high congestion?</p>	<p>Pupils will eat their breakfast in their designated seated area.</p>
<p>47. What are the arrangements for ensuring pupils eating their breakfast are seated at suitable distances?</p> <ul style="list-style-type: none"> Potentially marking chairs. 	<p>Max 30. Pupils seating on social distanced tables. Families can sit together.</p>
<p>48. What consideration have you given to queuing systems within canteen/dining halls?</p> <ul style="list-style-type: none"> Markings/ one way system. 	<p>The kitchen will not be operational, all pupils will called up individual for breakfast. No queuing.</p>
<p>49. What consideration have you given into social distancing for toilet?</p> <ul style="list-style-type: none"> Classes allocated specific toilet blocks, toilet monitors, toilet passes 	<p>Pupils to use designated class toilet blocks, one at a time only.</p>
<p>50. Where a communication book is used between the School and club, have alternative measures been considered?</p> <ul style="list-style-type: none"> Electronic means of communication.? 	<p>All communication is via electronic and verbal.</p>

Additional Notes: