

| | | LIKELIHOOD | | | | |
|----------|-------------|---------------|----------|--------|-------------|----------------|
| | | VERY UNLIKELY | UNLIKELY | LIKELY | HIGH LIKELY | ALMOST CERTAIN |
| SEVERITY | NEGLIGIBLE | LOW | LOW | LOW | LOW | LOW |
| | MINOR | LOW | LOW | LOW | MEDIUM | MEDIUM |
| | SERIOUS | LOW | MEDIUM | MEDIUM | MEDIUM | HIGH |
| | SEVERE | LOW | MEDIUM | MEDIUM | HIGH | HIGH |
| | VERY SEVERE | MEDIUM | MEDIUM | HIGH | HIGH | HIGH |

**Aylesford School & Sixth Form College
Risk Assessment
Form**

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| Risk Assessment for (Activity/Process/Operation) | Re-entry to School March 21 Wrap around care |
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|------------------------|-----------------|-------------------------|----------------|-------------------------|--|
| Phase | Primary | Team /Department | Primary | | |
| Assessment Date | March 21 | Review Date | Weekly | Reference Number | |

| What are the hazards | Who might be harmed and how? | Risk Level | Further Action to be taken to control the risk? (mitigations) | Risk Level | Assigned to | Completed by whom & when |
|---|-------------------------------------|-------------------|---|-------------------|--------------------|-------------------------------------|
| Parents do not observe social-distancing when dropping off/collecting children. | Pupils, parents, staff | H | <ul style="list-style-type: none"> Posters visible from playground reminding families to observe social distancing. Markings on paths into school and on playground leading into Griffins and Practical Area ensuring effective social distancing Parents to collect children from outside (not to enter the school building at collection times). | L | SLT/SITE | On-going |

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|---|------------------------------|------------|---|------------|---|--------------------------|
| Children do not socially distance in Before and After School spaces and so risk spreading the virus among themselves. | Pupils, parents, staff | H | <ul style="list-style-type: none"> • Children split into EYFS/KS1 and KS2 bubbles. • Areas zoned within 2 rooms to separate year groups where possible. • Excess chairs/furniture to be removed from the classrooms to prevent additional touch points. • All soft furnishings removed. • Use of the playground and the school's grounds will be maximised to help socially distance the children. • Rooms to be well-ventilated with open windows at all times. | L | SLT/Before and After School staff | On-going |
| Cross-contamination of the virus from children's hands. | Pupils, staff | H | <ul style="list-style-type: none"> • Children will be instructed to hang up their coat/bag and then wash their hands as soon as they enter building. • Toilet areas cleaned before and after sessions. • Bubbles of children will only use the sinks and toilets designated to them • Children to wash or sanitise their hands a regularly (on entry to club, before and after snack, before leaving for home). • Children to wash their hands for 20 seconds with warm water and soap each time. • Anti-bacterial gel to be readily available in the rooms | L | Before and After School staff/site team | On-going |

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|---|------------------------------|------------|---|------------|-------------|--------------------------|
| | | | <ul style="list-style-type: none"> • Children to wash or sanitise their hands when they: <ul style="list-style-type: none"> ○ arrive at club ○ before/after they eat ○ have been to the toilet ○ before they go out to play ○ when they return from the playground, ○ before they go home ○ before they use ICT equipment ○ after they use ICT equipment ○ any other time when they have touched a hard surface that is an area commonly used • Children to use the 'hand washing' song between activities, reminding the children to wash hands and use anti-bacterial gel between activities. • Instructional signs on how to wash hands to be displayed above sinks and all around the school. • Soap and paper towels to be plentiful at all sinks. • School will source posters from to support these activities. | | | |
| Adults spread the virus through their clothes, hands. | Pupils, staff | H | See main school RA | L | All staff | On-going |
| Spread of virus due to poor pupil hygiene. | Pupils, staff, parents | H | <ul style="list-style-type: none"> • Catch it – bin it – kill it to be promoted. • Plentiful supply of paper tissues to be available in the classroom. | L | All staff | On-going |

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|--|------------------------------|------------|--|------------|--|--------------------------|
| | | | <ul style="list-style-type: none"> • Tissues to have one-use only and then to be put in the lidded bin and hands to be washed. • Bin to be emptied after clubs by the cleaner. • To keep a healthy fresh-air flow around the classrooms, doors and windows will be left open where-ever possible (including skylights) • Regular hand washing/sanitising | | | |
| Cross-contamination between objects and furniture. | Pupils, staff | H | <ul style="list-style-type: none"> • Children use allocated, named pencil cases holding pencils and colouring pencils, pens, glue-sticks and rulers (supplied by school). Children cannot swap equipment. • Equipment is cleaned by staff when it has been used by pupils. • Each group to use resources designated to them • Shared resources (such as books or subject-specific equipment) must be either place in isolation for 48 hours (72 hours for plastics) or be sanitised thoroughly after use. • The cleaners to perform a deep clean (wash and sanitise the tables and the chairs, light switches, door handles/plates) thoroughly after breakfast club and first thing the following morning before staff and children arrive at school. | L | Before and After School staff/ Cleaning staff | On-going |

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|---|------------------------------|------------|---|------------|--|--------------------------|
| | | | <ul style="list-style-type: none"> • Before and after using iPads or computers, all pupils should wash their hands thoroughly and iPads should be cleaned after use • All soft furnishings are soft toys are removed from the classroom. • Book quarantine in operation so books are put aside for 2 days after they have been handled so the virus is not passed on. | | | |
| Outdoor play- Cross-contamination between children | H | | <ul style="list-style-type: none"> • Zoned areas of the playground to keep children in bubbles. • The children are encouraged to socially-distance within zones. • All outdoor equipment to be sanitised after use/quarantined for 72 hrs. • Non-contact games to be planned and delivered during outdoor play. • Children & adults thoroughly wash hands or hand sanitise before and after going out to play. | L | Before and after school staff | On-going |
| Cross-contamination between children in the toilet. | Pupils | H | <ul style="list-style-type: none"> • Specific toilets facilities to be allocated to bubbles. • The bubble occupying the Practical Area will use the Hygiene Suite toilets, Dragon Class will use Y3/4 toilets. • The use of the toilet areas to be staggered: one in/one out. • The toilets to be cleaned immediately after Breakfast Club and prior to staff | L | Before and after school staff/cleaning staff | On-going |

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| | | | <p>and children entering the following morning.</p> <ul style="list-style-type: none"> • A cleaning checklist to be posted in each toilet showing when they were last checked and by whom: the activities will include, cleaning sinks, cleaning toilet seats, cleaning around toilet bowls, wiping down taps with anti-bacterial spray, wiping down soap dispensers, paper towel dispenser, time checked and by whom. • Soap, toilet paper and paper towels to be replenished. • Children wash hands after entering the toilet area, this will be checked by adults at the time. | | | |
| Eating- Cross-contamination between children | Pupils | H | <ul style="list-style-type: none"> • Children wash their hands before eating. • Children to eat in their own rooms. • Easy to eat foods to be served so that children can manage meal independently. • Cutlery to be soaked in hot, soapy water before being dish washed (sterilised) • Children do not share drinks, food or cutlery. | L | Before and After School staff | On-going |
| Unclean hard surfaces can increase the risk of the virus spreading. | Staff, pupils, families | H | <ul style="list-style-type: none"> • Cleaners are given specific instructions to clean daily all door handles, tables, toilets, etc., thoroughly using anti-bacterial spray. | L | SLT/ Before and after School staff/ Accuro | On-going |

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| | | | <ul style="list-style-type: none"> • Adults are given extra cleaning equipment so they can continue to wipe down tables, equipment during the day. • Wherever possible, cleaners will not enter rooms until children have exited them. • Doors to propped open in rooms to reduce the amount of times door handles and push plates are used by children and adults. They must be closed when classrooms are empty. • Daily deep clean | | | |
| Any child or adult showing symptoms (or members of their household) may spread the virus | Pupils, staff, families | H | <ul style="list-style-type: none"> • The common symptoms of Covid-19 are a dry, continuous cough, change in /loss of taste and/or a high temperature. Any child who shows symptoms of the virus (coughing, temperature, etc.) will be isolated from the group and taken to a private room. Their parents will be telephoned for them to be collected. This child will be accompanied by an adult who will wear PPE (mask, gloves, apron). • If a positive test result is received, the school must be informed by parents and the rest of the group and staff member will be sent home to self-isolate immediately and for the next 10 full days. • School will have thermometers available. School will take a child's temperature if they look unwell or act in | L | Before and after School staff | On-going |

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|---|------------------------------|------------|--|------------|---------------------|--------------------------|
| | | | <p>a way that might suggest this, as a precaution. Adult will wear PPE.</p> <ul style="list-style-type: none"> Any adult showing symptoms of the virus should go home straight away. They will arrange an NHS test and stay away from school until the result is known. For positive results, the adult must stay in self-isolation for the next 10 full days. Proof of negative result means they can come back to school. Parents will be instructed to inform school immediately a person in their family shows symptoms of the virus and their children will not come into school for 10 days following the day after the initial onset of symptoms. Disposable tissues are to be available in the classrooms that should be disposed of in the bin after every use. The bins will be emptied lunch times and evenings. | | | |
| Children are collected at times from different areas | Pupils | H | <ul style="list-style-type: none"> Children will be dismissed from either Griffins Door/Practical area. Parents will remain outside and will not be permitted to enter the building. Children will be dismissed one at a time. | L | After School staff | On-going |
| Staff who work in Griffins also work in other areas of the school during the day risking contamination. | Staff, pupils, families | H | <ul style="list-style-type: none"> Face coverings to be worn by staff. Staff to remain with allocated 'bubble'. | L | SLT/ Griffins Staff | Ongoing |

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|-------------------------|-----------------------|------------------|-------------------|
| Name of Assessor | Mrs A C Edkins | Signature | <i>A C Edkins</i> |
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|---|--|------------------|--|
| Name of Manager responsible for activity / process | | Signature | |
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Model

Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

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| Initial Review Date | | | |
| Assessor's Signature | | Date: | |
| Signature of Responsible Manager | | Date: | |

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| Next Review Date | 12 months from initial review | | |
| Assessor's Signature | | Date: | |
| Signature of Responsible Manager | | Date: | |

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| Initial Review Date | 24 months from initial review | | |
| Assessor's Signature | | Date: | |
| Signature of Responsible Manager | | Date: | |

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| Initial Review Date | 36 months from initial review | | |
| Assessor's Signature | | Date: | |
| Signature of Responsible Manager | | Date: | |

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| Risk Assessment(s) for (Activity/Process/Operation) | |
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This form can be used to record and demonstrate that the above risk assessment(s) has been provided to relevant employees (as below) to inform them of the risk assessment findings (i.e. the hazards, risks, and control measures associated with their work).

| Name of Persons involved in the Activity/ Process/ Operation | Signature | Date |
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