

NWPA PRIMARY ACADEMY – BREAKFAST CLUB

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Breakfast Club	Pupils / Staff in all clubs	Spread of Infection due to close contact	<ul style="list-style-type: none"> All children to be collected for the pedestrian gate at the Driveway on Derby Street at 8am, by a designated member of Breakfast Club staff. Breakfast Club staff to ensure a register is taken at the start of Breakfast Club. All children to remain in their own class bubble, in their designated area, during their time in Breakfast Club. Class Bubbles are not to cross over or contaminate another bubble during Breakfast Club. Hand sanitisers and tissues must be available to all children and staff at all times during Breakfast Club. Tissues to be disposed of in a contained bin with a lid. At the allocated time, children should be taken to their classroom, by their designated member of staff. 	HIGH	Yes	

			<ul style="list-style-type: none"> • All children to be supervised at all times. • Breakfast Club staff to ensure all equipment is cleaned thoroughly after use. • Apron and gloves to be worn by any staff taking part in cleaning activities. • Breakfast Club staff to ensure all children are given a clear set of rules to follow, any child not following the rules will be removed from the activity. • Chartwells staff to serve breakfast to the children. Children are not to touch the cereal dispensers. • Equipment to be cleaned after use 			
	Pupils	Allergies / Medical needs	<ul style="list-style-type: none"> • Breakfast Club staff to be aware of any food allergies within the group, as well as food not allowed due to religious purposes. • Children must not touch each others food or eat food that another child has been in contact with. 	High	YES	
Area of Activity	Staff / Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Breakfast Club staff must keep a 2 metre safe distance at all times where possible when teaching. • All teaching must be done with all children front facing only with the Club Leader standing at the front of the class. • Where children may require extra assistance a 2 metre rule must try and be met. 	HIGH	YES	

			<ul style="list-style-type: none"> Where 2 metre rule cannot be met Staff members must use PPE available to them (Visors, masks, Gloves, Apron) Hand sanitiser and tissues in every room and must be used every time a pupil enters the room / area. 			
Children requiring using the toilet in lesson times.	Children	Spread of infection due to close contact	<ul style="list-style-type: none"> Inform the child of the importance of washing their hands after using the toilet and on their return to the classroom / area and use the hand sanitiser on entering the classroom. Posters placed around site to reinforce this issue Toilet breaks to take place at designated times throughout the activity and staggered across the different clubs. All clubs to use toilets closest to their designated area. Pupil will use hand sanitiser within classrooms every time they enter. 	HIGH	YES	
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering Mask/Visor/Gloves/Apron and follow ATT procedure when dealing with injuries. Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. 	HIGH	YES	

			<ul style="list-style-type: none"> • Where this is not possible Staff members to wear PPE and dispose of items within closed lid bin immediately after use. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact • PPE used for first aid must be disposed of after use in a contained bin with a lid. • Staff to wash hands and sanitise after removal of PPE 			
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering visor, mask and gloves when in close contact or dealing with bodily fluids • In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. • Always wash hands and sanitise after contact 	HIGH	YES	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • Where possible allow child to be in a room on their own or outside • If team teach techniques are required, it is advised face covering mask and or visor, apron and gloves are worn. • Pupil May need sperate care and attention in another space, area to be designated by academy and PPE used at all times 	HIGH	YES	

