

Dilkes ACADEMY	RISK ASSESSMENT FORM						
Location/Site: DINING ROOMS/Lunchtime Supervision			Date of Assessment: January 2022		Assessor(s): R.Latham/H.Nye		
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
<p><b>Staggered times for EYFS, KS1/KS2</b></p> <p><b>Separate parts of the playground used</b></p>	Spread of infection; overcrowding in confined spaces	Pupils, staff	<p>Timetables reviewed to stagger start lunchtimes – preventing too much mixing of key stage bubbles. Playground zones separated – EYFS in EYFS outdoor area, KS1 playground zone and KS2 playground zone. Key Stage bubbles adhere to zones and entry and exit points to reduce cross over and mixing of bubbles.</p> <p>Lunch cover reviewed to ensure appropriate supervisions and pupil/adult ratio in all zones (DHT and HT to provide lunchtime support as required)</p> <p>When walking through corridors all children and adults to adhere to the correct side</p> <p>Although face masks are not compulsory, staff are able to wear these indoors and on the playground if they wish to do so</p>	All teachers and TAs aware of new timings and zones for Autumn term			
<b>Lining up</b>	Overcrowding; lack of social distancing	Pupils	<p>Children to maintain single line whilst waiting for lunch with reminders to maintain distance</p> <p>Year groups will be called into lunch separately</p> <p>Children encouraged to sit in year groups as much as possible</p> <p>Lunch bands to be given to children prior to lunchtime to reduce overcrowding when lining up</p>	MDA designated to call year groups in – ensuring sufficient children have left the dining area beforehand-			
<b>Enhanced washing of hands</b>	Spread of infection	Pupils, staff	All children to wash their hands with soap and water prior to leaving classroom				

			All children to use sanitiser upon entry to the dining hall				
<b>Enhanced cleaning of tables</b>	Spread of infection	Pupils	All tables cleaned with disinfectant during lunchtimes as groups of children swap over  Staggered times to enable cleaning to happen				
<b>Coloured bands</b>	Spread of infection; cross contamination	Pupils Staff	Appropriate coloured band is distributed in class by CT; children place on own tray to select appropriate lunch choice  All bands are kept in class bags to reduce transmission				
<b>Food/water spillages</b>	Injury caused from slipping	Pupils Staff	Wet floor signs used to indicate wet area Staff to clear up spillages quickly Pupils supervised in dining hall and directed to tables in a timely manner to minimise travel time and likelihood of spilling food/water. Staff to take water cups to younger children to avoid likelihood of spillages when moving. Designated clearing area / staff to supervise as needed. Pupils to be taught how to clear plates and how to separate plates and cutlery into appropriate areas/trays				
<b>Lunchboxes and Coats</b>	Injury from tripping on coats/lunchboxes on floors	Pupils Staff	Children encouraged to walk and not run in the dining hall areas Bags kept on trolleys and stored neatly Coats to be hung on coat pegs neatly Lunch trolleys stored out of walkways, doors. Each year group has a designated area for lunch trolleys				
<b>Fire Safety</b>	Injury during evacuation	Pupils Staff	Fire exits unobstructed by tables, chairs, trolleys and other furniture All pupils and staff aware of fire exits and are familiar with evacuation procedures Fire drills will be conducted during lunch times				
<b>Contact with a positive case</b>	Resulting in direct transmission of the virus	Children Staff	<ol style="list-style-type: none"> <li>1. From <b>Tuesday 14 December</b>, daily testing for contacts of Covid-19 (DTCC) is being introduced for close contacts who are fully vaccinated or under 18.</li> <li>2. This will replace all previous guidance on isolation rules for contacts, regardless of whether they are linked to a suspected or confirmed Omicron case.</li> <li>3. Contacts participating in daily testing for contacts of Covid-19 are asked to take a LFT test for 7 consecutive days (or up until the end of the 10-day self-isolation period, if sooner).</li> </ol>				

			4. All close contacts who are not fully vaccinated, including close contacts of suspected or confirmed cases of the Omicron variant, are required to self-isolate for 10 full days from their contact with the positive case.				
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