

**RISK ASESMENT AND RISK MANAGEMENT**  
**Newdigate C of E Infant (Endowed) School**

**RISK ASSESSMENT FOR AFTER SCHOOL CLUBS**

**ACTIVITY:** Rainbow Club

**LOCATION :** Newdigate Infant School, Rainbow Room

**DATE:** 1.9 2020

**Name:** Paula Bliss

**Organisation:** Newdigate Infant School

Assessment undertaken (date) 28.8.2020 Signed *Paula Bliss* Assessment Review Date: - on-going review due to Coronavirus pandemic

LIST HAZARDS HERE	List of groups of people who are especially at risk from the significant hazards you have identified:	How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.	Post event review (use this column to comment if you have a concern or an incident occurred)
Child leaving school site	EYFS, younger children	<p>List of children attending the club to be given to all teachers. Class teachers to hold onto children attending the after school club until they are collected by the club leader.</p> <p>Daily register collated by office staff showing expected children given to club leader.</p> <p>Club leader to collect children from classrooms and walk them as a group to the Rainbow Room.</p> <p>Club leaders to liaise with class teachers to make sure all children on the list are accounted for, if a child is on the register and the child or the class teacher is expecting other pick up arrangements the class teacher will be expected to make sure they are safe.</p> <p>Parent to be contacted if child is not located within 5 minutes.</p> <p>School gates closed by office staff at end of school day and opened by club leaders just before the end of the club for parents to enter.            (Mrs Moon Tuesday- Friday, Mrs Walsh Monday)</p> <p>Parents collecting before 5 p.m. will need to buzz the office and wait for an adult to check who they are before allowing them to enter.</p> <p>Outside door will be locked using the top bolt during the club.</p>	

		<p>Firedoor will be locked with key ready for opening if necessary.</p> <p>Children to always stay in allocated Rainbow Room unless directed otherwise. Expectations of always being able to see an adult explained to the children.</p> <p>If group leave the room they will be accompanied by the club leader who will have a walkie-talkie to use for an emergency.</p>	
<p>Asthma attack Epileptic seizure</p>	<p>Children with medical conditions needing medication</p> <p><b>Asthmatic children:</b> Charlotte Baston</p> <p><b>Anaphylactic children:</b> <b>Charlotte Baston</b> <b>Epipens and Piriton in school</b> Allergy to tree nuts. Allergy to nuts, sesame, eggs and all dairy products <b>Mikah Padget</b></p> <p>See IHCPs for specific information</p>	<p>Staff member always assigned to be an additional adult if a medical issue arises. Named and trained staff member to be available for administration of medication until the children have been dismissed.</p> <p>Staff , <b>Mrs McGinnis</b>, PFA trained (September 2019)</p> <p>Children’s medication stored in school office in medication cupboard.</p> <p>A staff member trained in the use of epi-pens will need to be on site for each session.</p> <p>All adults to be aware to look out for any sign of anaphylactic attack.</p>	
<p>Children hurting themselves by running/climbing/charging around</p>	<p>All children</p>	<p>Behavioural expectations during the club will be clearly explained to the children and match those expected during the school day. Leaders will inform a staff member if AT ANY POINT they feel a child is behaving in an unsafe manner and the child will be IMMEDIATELY asked to stand with the leader and not participate in the club.</p> <p>Children will be allowed to go to the toilet themselves, but will be monitored that they have safely returned. Leaders should aim for no more than 2 children to be using the toilet at any time.</p> <p>Club Leader to have Walkie Talkie with them to communicate to assigned staff member who will also have walkie-talkie.</p> <p>All injuries will be dealt with by the staff on duty and then recorded in the appropriate accident book (school or pre-school) by the breakfast club staff following standard protocols. Parents and school staff will be informed if necessary and all head injuries will be clearly recorded and parents notified by either the breakfast club staff or school office staff.</p> <p>PPE will be available for staff in the Rainbow Room – they will check that they have a disposable apron, gloves and mask before they begin the club. This PPE will be used if there is a suspected case of Covid or if staff are dealing with intimate care of</p>	

		<p>involvement of any bodily fluids.</p> <p>A donning and doffing poster will be displayed in the R.Room and staff will be aware of how his is done.</p> <p>Any disposable PPE will be disposed of in general waste (if not a suspected Covid case) or kept for 72 hours and stored in the boiler house marked with a date and time when it can be disposed off (after 72 hours)</p>	
Fire	All	<p>In the event of a fire the alarm will sound and the group will leave the building immediately in a calm manner and gather in the allocated place (playground aw main place).</p> <p>Mrs McGinnis as Club Leader will take the register and make sure that all children are accounted for and await further instructions for the assigned staff member.</p>	
Outsider danger	All children	<p>Staff will respond to the lockdown instructions given by the assigned staff member or react to any obvious danger using the known full and partial lockdown procedures.</p>	
General safeguarding		<p>All leaders of after school clubs will have an up to date DBS check appropriate for the activity/school</p> <p>Mrs McGinnis (Miss Miles if over 10 children)</p> <p>The quality and conduct of the leaders will be regularly checked by an allocated staff member to ensure they are communicating in a manner that shows respect and consideration and that they are clearly communicating high behavioural expectations.</p> <p>The following numbers will be maintained 1:10 (Max. 15 in Room, Miss Miles bank staff if numbers above 10)</p>	
Food poisoning	All	<p>All food eaten by children will be prepared using appropriate food hygiene guidance.</p> <p>Mrs McGinnis has completed the food hygiene on-line training Level 2</p> <p><a href="https://www.highspeedtraining.co.uk/food-safety/training/level2-food-hygiene-safety-catering.aspx">https://www.highspeedtraining.co.uk/food-safety/training/level2-food-hygiene-safety-catering.aspx</a></p> <p>The club is registered as providing food with the appropriate body.</p>	
Infectious diseases (specifically Covid)	Children Vulnerable adults	<p><b>Social distancing:</b></p> <p>To be will be maintained (2m when possible) between adults at all times during the club.</p> <p>Parents will be asked to socially distance when dropping off and there will be clear signage to help them maintain that distance across the one-way system.</p> <p>Children will be encouraged to distance if possible and separate areas will be in place to minimise cross-over between pre-school and school children.</p> <p><b>Hand hygiene:</b></p> <p>Staff will wash their hands (for at least 20 seconds) on entry to the school site.</p> <p>Children will wash their hands (helped by 1 member of the staff to</p>	

		<p>ensure for more than 20 seconds and thoroughly) in the Rainbow Room toilets on entry and before eating food.  Staff will wash hands regularly during the session.  Children will be guided to an adult in their school classrooms to wash their hands after the club has finished.  Parents will be given a squirt of anti-bacterial gel as they pass the adult at the steps so that they are clean for pressing the exit button.</p> <p><b>Respiratory hygiene:</b>  Children will be reminded to use their arm to cough or sneeze or a tissue that is then placed in a foot operated covered bin.  The bin bag will be disposed of at the end of each session.  (in general bin use unless there is a suspected case of Covid-19)  Maximum ventilation will be in place (windows open)</p> <p><b>General hygiene:</b>  All surfaces commonly used will be cleaned by the staff of the club at the start of every day and again at the end of the session.  Tables will be cleaned thoroughly using disinfectant spray before and after use.  Boxes of shared resources will be used for each day and stored for 72 hours before using again:</p> <p>Monday – Box 1  Tuesday – Box 2]  Wednesday- Box 3  Thursday- Box1  Friday – Box2</p> <p>All malleables and soft furnishing will be removed and those that cannot will be covered in wipeable plastic.</p> <p>Crockery and cutlery will be colour coded and separated for the 2 groups.</p> <p><b>If there is a suspected case of Covid-19* adults should donn their PPE and communicate this to the school office or staff. The child should be removed for the R.Room and taken to the school office and looked after in the medical area by a breakfast club or school staff member. The parents should be phoned immediatly and asked to collect the child and be guided to take a test.</b></p> <p><b>If the child needs to the toilet they should use the disabled toilet only and this, along with the medical are, should be thoroughly disinfected and cleaner after they have left.</b></p> <p><b>Ant ins should be labelled and kept for 72 hours before general disposal.</b></p>	
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**\*Staff to be familiar with the symptoms of Coronavirus as described in the government guidance.**