

RISK ASSESSMENT AND RISK MANAGEMENT

St Michael's C of E (A) Infant School

RISK ASSESSMENT FOR AFTER SCHOOL CLUBS

ACTIVITY: Caterpillar Club LOCATION : St Michael's Infant School – Hall DATE: August 2020

Name: Paula Bliss Organisation: St Michael's C of E (A) Infant School

Assessment undertaken (date) 28th August 2020 Signed *Nicola Cleather* Assessment Review Date: - Summer 2021

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 office staff (Mrs Piggott) or Head of School (Nicola Cleather) when parents buzz in from front gate (camera can see faces)</p>	

		<p>Children to always stay in allocated Hall 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>None attending presently</p> <p>Anaphylactic children:Epipens and piriton in school</p> <p>None attending presently</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>Group leader, Mrs Guegan and Mrs Stett, is PFA trained (September 2019)</p> <p>Children's medication stored in the hall resources cupboard (out of reach of children)</p> <p>A staff member trained in the use of epi-pens will need to be on site for each session.</p> <p>Mrs Guegan and Mrs Stett and all adults 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.</p> <p>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>Eating poisonous plants, berries etc.</p>	<p>All children</p>	<p>Mrs Guegan to make it clear that children should never eat any plants or berries and can only eat produce when they are told by the adults who will know if it is safe.</p>	
<p>Fire</p>	<p>All</p>	<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.</p> <p>Mrs Guegan and Mrs Stett 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>	
<p>Outsider danger</p>	<p>All children</p>	<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>	
<p>General safeguarding</p>		<p>All leaders of after school clubs will have an up to date DBS check appropriate for the activity/school</p> <p>Mrs Guegan and Mrs Stett</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</p>	

		manner that shows respect and consideration and that they are clearly communicating high behavioural expectations.	
Food poisoning	All	All food eaten by children will be prepared using appropriate food hygiene guidance. Mrs Stett to complete the food hygiene on-line training Level 2 https://www.highspeedtraining.co.uk/food-safety/training/level2-food-hygiene-safety-catering.aspx	
Individual risk assessments/ needs:			