

## RISK ASSESSMENT AND RISK MANAGEMENT

**ACTIVITY:** Extended Services provision      **Main dedicated space in central school lobby and small outside area that would still have an adult within shouting distance (see green area on map)**

Organisation: St Michael's C of E Infant School

Assessment undertaken 15<sup>th</sup> March 2021

Signed : P.Bliss/N. Cleather/J.Stott/T.Guegan

Assessment Review Date: **as appropriate/ in-response to changing guidance**

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)
Ability to follow general safeguarding principles to the group.		<p>The club only includes children who are reception aged or over. No external children will be allowed to join and no children under reception age.</p> <p>Ratios of 1:10 will be observed, this is felt to be appropriate for the school setting and is below the legal (1:30) but above the recommended from the OOSA (1:8).</p> <p>If children attend with additional behavioural or medical needs the ratios will be considered and revised if appropriate.</p> <p>All leaders of after school clubs will have an up to date DBS check appropriate for the activity/school</p> <p>The quality and conduct of the leaders (Mrs Guegan and Mrs Stott) will be regularly checked by an allocated staff member to ensure they are adhering to the expectations laid out in our policy and risk assessment and also communicating in a manner that shows respect and consideration and that they are clearly communicating high behavioural expectations.</p>	Previous concerns re behaviour have been discussed with the parent in order to manage the inclusion of a child. We currently do not have any children requiring an individual risk assessment attending the club.

Fire	Children	<p>In the event of a fire (fire alarm will sound- adults will lead the children from the dedicated space to the school playground (2 routes available) using the quickest and safest route available to them.</p> <p>They will take with them:  Club registers  Pupil medication  Emergency plan including contact details  Medication from the dedicated cupboard  Mobile phone</p>	
Outside threat (various)	Children	<p>All staff members of the club have read and are fully conversant with the Lockdown guidance, procedures and policy of the school.</p> <p>If informed of any external threat or become aware of an external threat staff members will immediately action a partial or full lockdown.</p> <p>If necessary a staff member will inform other staff on site using the code 'lockdown' or 'partial lockdown'.</p> <p>For full lockdown children will be led by the adults and evacuated either to the large disabled toilet or the photocopying room, whichever is further from the danger and await instructions/further information regarding escalation or de-escalation.</p>	
Individual behaviour difficulties leading to a child hurting himself or others		Relevant individual risk assessment will be written to manage risks.	
Medical emergencies - children	Children with medical conditions Children with medical conditions needing	Staff will be made aware of any children with medical conditions through a school register list and any IHCPs from pupils present at school.	No children currently attending the club have any medical conditions.

	<p>medication <b>None attending presently</b></p> <p><b>Anaphylactic children:Epipens and piriton in school</b> <b>None attending presently</b></p>	<p>Medication will be stored in an inaccessible cupboard immediately adjacent to the dedicated space.</p> <p>At least one staff member will hold a Paediatric first aid (PFA) certificate. Children’s medication stored in the hall resources cupboard if appropriate (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 if a child with a sever allergy attends the club. Mrs Guegan and Mrs Stott and all adults to be aware to look out for any sign of anaphylactic attack.</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, <b>Mrs Guegan and Mrs Stott</b>, is PFA trained (September 2019)</p>
Medical emergencies - adults	Children with medical conditions.	<p>Staff will complete medical questionnaires and this will be stored by school office staff. Leaders will be made aware of any other staff with specific medical conditions and if medication is required where it will be safely stored.(same space as children)</p>	
Children leaving site	Children	<p>Children will remain in the designated area with 1 staff member leading the club and AT LEAST one other staff member within shouting distance to be ready to support if there is an emergency or need. A rota will be compiled for each Teacher to be the 2<sup>nd</sup> adult for a day.</p> <p>All boundaries will be kept secure and checked on a weekly basis.</p> <p>Children will be allowed to have access to outside areas of the school if the leader takes with them a walkie-talkie that is charged and readily available and also informs the second adult where they are going and for how long. The second adult will also have a charged</p>	

		<p>walkie-talkie and then make themselves aware of when the group is back and be ready to respond if necessary and find the group if they do not return.</p> <p>Safeguarding at the 2 main gates has now been improved through a video call facility and locked metal gates.</p> <p>List of children attending the club to be collated by club leaders and shared with office school staff.</p>	
Asthma attack Epileptic seizure			
Allergic responses to food	Children with food allergies	<p>Children identified through the school procedures.</p> <p>Staff made aware.</p> <p>Adaptations made to food served as required.</p> <p><b>No nuts or food containing nuts will be served on site.</b></p>	
Bacterial food contamination		At least one staff member will hold a food hygiene certificate and will then prepare any food according to the guidance.	
Pandemic	All Vulnerable or Extremely vulnerable children and adults.	See separate Covid-19 risk assessment adapted from the school risk assessment that include the appropriate protective measures and other actions.	<b>Risk assessment has been written using government and LA guidance and information and has been adapted when changes have been made. Latest version was written for full return in march 2021.</b>
Perimeter security compromised by power cut	Children	One staff member will be assigned to padlock gates until power is restored or more staff re on site.	

