

Risk Assessment for Wrap Around Care September 2020.

Date:21.9.20

Equipment/ Hazard	Who may be harmed	Risk Level 1-5. Highest 5	Existing Control Measures	Further Action Required	Person responsible for Action	M	T	W	T	F
Health and Safety COVID precautions										
Reduce the spread of infection.	Children Staff	5	Follow government guidelines No child or staff member exhibiting symptoms of COVID 19, or who has a family member exhibiting symptoms may enter the club.	Temperatures of the children are to be taken and recorded daily when entering the club. Thermometers have been ordered.	One person from each group. TBC					
Reduce the spread of infection	Staff Children Other stakeholders	5	There will only be limited places. 2 small groups of 15 children. Every attempt will be made to maintain the consistency of these bubbles. No ad hoc or late entries will be accepted.	No bookings can be made online. All bookings are made through the Office.	Office staff					
Reduce the spread of infection	Children Staff	5	Kill the 'Catch it, 'bin it', 'Kill it' routine when dealing with blowing their noses, coughs and sneezes. Child must immediately hand sanitise or wash their hands.	Separate tissue bins are to be provided.	All staff must be vigilant.					
Reduce the spread of infection	Children Staff	5	Children must hand sanitize upon arrival at the club and before they leave.	Children must clean their hands when moving between different activities.	All staff to police.					
Reduce the spread of infection	Adult staff	5	Staff who are concerned about being in close contact with the children can wear visors/face shields and/or masks when working with the children.	Request a visor/face shield from the Office if required.	Staff preference					

Reduce the spread of infection	Key Stage 2 children only	4/5	Key Stage 2 children are allowed to wear a mask, but must follow the guidance for the safe removal/storage of it.	If disposable masks are removed at the club the child will need to place it inside a separate sealed bag before throwing it in the bin.	Individual preference Staff to ensure they are disposed of correctly.					
Reduce the spread of infection	Staff Children	5	Anyone who starts to exhibit symptoms of COVID 19 during their time in the club must immediately follow the school guidance for 'Dealing with a suspected case of COVID 19'.	Ensure a laminated copy of this procedure is prominently displayed with the club.	Staff must be clear about their responsibilities if they need to deal with a suspected case of COVID 19.					
Reduce the spread of infection	Staff Children	5	Ensure that the working areas are well ventilated at all times.	Ensure windows are open during the sessions.	All staff responsible. Ensure windows are closed at the end of Owls sessions for security reasons.					
Tracking and tracing	Staff Children	5	The club will keep records of temperatures taken and attendance registers for at least 21 days after a child has attended.	Ensure registers are completed online.	Lead staff responsible					
Use of resources	Staff Children	5	As the groups will be different each day, resources will need to be thoroughly cleaned after each session., or placed into quarantine for 72 hours before reuse.	Timetable of resources to be used each day needs to be drawn up. Cleaning of frequent use resources would need to be carried out	All staff are responsible for ensuring that resources are properly cleaned or					

				using Milton	quarantined.						
Cleaning during a session	Staff Children	5	If a person has sneezed or coughed upon equipment, it will need to be immediately wiped down with the appropriate cleaning products.	Office to provide each bubble with cleaning products.	All staff are responsible.						
Administering first aid and changing log	Staff Children	5	For all non-COVID related first aid incidents, normal school procedures should be followed. Early Birds staff are to use the app on the tablet to record first aid incidents or health and self-care incidents. These forms will then be sent out by the school during the day. Owls will need to complete paper forms and the First Aid/changing log book as the school office is unmanned after 3.30pm.	Ensure that staff are trained on how to use the First Aid and changing app on the tablets. (EBG)	All staff are responsible.						
Reduction of close contact/cross infection	Staff Children Other stakeholders	5	When communicating with others try and stand in line with them at a safe distance rather than talking face to face.	Staff to wear PPE if they choose to.	All staff responsible						
Reduction of cross infection	Staff Children	5	When dropping off and picking up children from the clubs, only 1-year group of children can be moved around the school at a time.	Staff to wear PPE if they choose to.	All staff responsible.						
Reduction of close contact/cross infection	Staff Children	5	Staff should try and avoid being in close contact with others (1m or less, or direct physical contact) for more than 10 minutes.	When working in close contact staff should wear appropriate PPE and follow good hand hygiene practices.	All staff responsible						
Play equipment Tripping and slipping, cuts through broken equipment	Children Adult	4	Encourage children to tidy away before leaving an activity. Ensure that doorways are kept clear. Ensure play equipment is not broken Ensure that children are using the equipment appropriately		All staff responsible						

Choking hazards	Children	5	Ensure that resources used in the EYFS and Key Stage 1 do not pose a risk of choking for the youngest children. Must be appropriate for over 36 months.		All staff are responsible					
Use of appropriate resources.	Children	4	Ensure that chosen resources are easy to clean. Do not use soft toys, puppets, playdough, cushion/beanbags or blankets.		All staff are responsible					
Plug sockets Risk of electric shock	Staff Children	5	Monitor activities to ensure that children are not fiddling with the sockets. (Most are set high into the wall).	Gaming equipment/computer must be wiped clean after individual child's use.	All staff are responsible.					
Door hinges Risk of trapped fingers	Children Adult	5	Visual inspection of hinge guards		All staff are responsible					
Access to children (safeguarding)	Children Adult	5	<b>Ensure that the main blue gates are kept closed at all times.</b> Ensure children are only picked by nominated adults. See collection details. If there is an outside session all children must be outside.		All staff are responsible					
Drop off and pick up times	Children Adult	4	Ensure that the staff and children are ready at the gate for 7.45am or at the blue gates for 4.30pm or 5.45pm. You must be on time to ensure that there are no large groups of parents waiting.		All staff are responsible.					
Trailing cords on blinds- danger to children	Children Staff	4	Ensure cords are tucked away and at a safe height.		All staff are responsible					
Medical needs/first aid	Children Staff	4	Ensure children's medical forms are up to date, see records.	Ensure the first aid and supplies box are	All staff responsible.					

			Be aware of children with any allergies Ensure that children are treated in accordance with the school medical policy. Incidents are recorded in log. Ensure the first aid box is properly stocked.	checked and stock reordered in good time.							
Safeguarding Child protection	Staff Children	5	If a child is wet and needs changing ensure the changing log is signed in the file.	Use of appropriate PPA. Gloves and plastic apron. Mask?	All staff responsible.						
Safeguarding Child protection	Staff Children	5	It is the responsibility of all staff to report any safeguarding concerns using the school's set procedure.	All staff must be aware of the school safeguarding procedures	All staff responsible.						
Safeguarding and Health and Safety Personal safety and access to help	Staff Children	4	Ensure that both settings have walkie talkies and that they are switched on.	Staff must know how to use the radios.	All staff responsible.						
GDPR Data breach	Staff Other stakeholders	4	Ensure that folders containing contact details etc. are locked in cabinets when not needed. Keys to the cabinets are returned overnight.		All staff responsible.						
Safeguarding Child not collected by 5.45pm	All stakeholders	4	Follow emergency safeguarding procedure.	Staff must be familiar with this procedure.	All staff responsible.						
Fire or need to evacuate	All stakeholders	4	Take the children to the field and take the register, whilst trying to ensure social distancing.	Staff must be familiar with this procedure.	All staff responsible.						
Maintaining the safety and consistency of	All stakeholders	4	Children need to be collected from their classes outside at the end of the day. Y1 and Reception to be collected	Staff must be familiar with this procedure.	All staff responsible						

the club bubbles			from their learning area. Nursery staff to pick up children in the morning. <b>Do not try and collect more than 1-year group at a time.</b>							
Safeguarding Unacceptable behaviour	All stakeholders	4	Instances of unacceptable physical or verbal behaviour must be recorded in the dedicated behaviour log. Name, class, place of incident, facts of what happened, children involved. Parents to be made aware of any instances, which are logged. Serious issues must be reported asap.		All staff responsible					
Maintaining the safety and consistency of the club bubbles			Any child or parent not adhering to the terms and conditions of the club will need to be reported to a member of the leadership team and the child may be removed from the club.		All staff are responsible.					
Cleaning and health and safety	Cleaning staff	5	All touch points and surfaces must be cleaned with the appropriate cleaning fluids and areas hoover either at the end of one club, or before the beginning of the other.		Cleaning staff responsible.					
Carried out by: E. Beaumont-George			Signed: E. Beaumont-George			Dated: 21.9.2020				

This risk assessment will be reviewed in line with changes to government procedures and legal requirements. Other risk assessments will be written as and when appropriate. Specific physical or craft activities may need risk assessments.