



Redmile CE Primary School – Extended School Provision

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|----------------------------------|---|-------------------------------------|-----------------|--|
| Activity being assessed: | The CRew Club – Extended School Provision (Before and After School Club) | Location(s) affected: | Redmile Primary |   |
| Person(s) completing assessment: | Alison Longden Head of School | Date original assessment completed: | 10/08/2020 | |
| Date of review: | | Review completed by: | | |

Notes:

- **(SFAIRP) So far as is reasonably possible.**
- **The term classes and bubbles have been used and mean the same thing**
- **CC staff = The CRew Club staff**
- **TS = Tina Scott – Club leader**
- **To be read in conjunction with the COVID-19 Full Re-Opening of Schools Risk Assessments and General Academy Hazards Risk Assessment**
- **All staff to ensure that they have read and understand the implications of this Risk Assessment.**
- **All staff to re-familiarise themselves with the ‘What are you already doing’ column and ensure that these procedures are back in place. The ‘Action by whom and when’ refers to ‘Do you need to do anything else to manage the risk’ column now that the whole school will be returning.**

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom and when? | Completed |
|---------------------------|---|--|--|--------------------------|-----------|
| Contracting COVID-19 from | Pupils, Parent/Carers and staff becoming | Any person arriving at Club exhibiting symptoms will be required to return | Send clear guidance to all staff and | HOS/ TS 24.08.20 | |

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| being in the Before /After school environment by contact with an infected person | infected with COVID-19: | <p>home and obtain a COVID-19 test immediately.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, they will be able to return to school.</p> <ul style="list-style-type: none"> • Government self-isolation guidance <p>Refer to COVID-19 Full Re-Opening of Schools Risk Assessments</p> <p>Ensure robust handwashing procedures are followed for all staff and pupils.</p> <p>Staff to ensure robust cleaning of equipment and seating areas between :- End of school day and before After School Club. And End of After school club and before school the following day.</p> <p>Promote external activities where possible Parents to not enter After School Club.</p> | <p>parents/carers of pupils prior to school re-opening and put on school website.</p> <p>Have a procedure in place to isolate pupils that appear symptomatic on site until collected: Isolation Area - Shelter on the field/ Intervention room in wet weather.</p> <p>Communicate any new/recent information regarding how to obtain a COVID-19 test.</p> <p>Health and Safety Training 24th August '20</p> | HOS/PO/FA Lead 24.08.20 | |
| Inappropriate levels of First Aid cover | Pupils/Staff | <p>Club leader /assistant have completed first aid training</p> <p>Other school staff members available to call on for assistance as required.</p> | | | |

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| Slips, trips and falls | Pupils/Staff Bruising, sprains, fractures | Food and drinks spillages cleaned up in a timely manner. Equipment/toys layout allows good access and egress. Both internal and external activities are planned based on available space and no of pupils attending clubs Appropriate footwear checked prior to activities if running or climbing etc. | | CC staff – continuous | |
| Fire | Any occupant of building Burns Smoke inhalation | Club staff and pupils are aware of the fire evacuation procedures and exits available and drills undertaken After school club registers taken. | Fire Evacuation Practice | PO / HOS/ TS within 3 weeks of opening TS | |
| Hazardous substances | Pupil/Staff Burns, allergic reaction | Staff use non-hazardous cleaning products only stored out of pupils reach | | CC staff – continuous | |
| Moving and handling Moving equipment Moving and handling of children | Staff Strains, sprains | Moving and handling of objects is considered low risk and in general only moving small and lightweight items. Currently there are no pupils who require assistance with mobility | | CC staff – continuous | |
| Working at height Falling from height | Staff Bruising, strains and fractures | Club staff are not required to work at height, the majority of items used can be accessed easily from floor level. Club staff are advised to request | | CC staff – continuous | |

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| | | Staff to serve food individually to each child Staff to ensure robust cleaning of equipment and seating areas before and after each use. | | | |
| General Infection control other than C'19 - Soiled laundry - Bodily fluids - Outbreak of infection | Pupil/Staff Infection – illness | Staff take a sensible approach to dealing with potential infectious items; gloves and aprons available. Pupils who are unwell, parents/carers are contacted as per school procedure | | CC staff – continuous | |
| General environment including outdoors | Pupil/Staff Various physical injuries | Daily inspections carried out of all areas used Club Leader Staff having hot drinks in whilst in club have lidded cups | | TS Daily | |
| COVID-19 Activities including outdoors | Pupils and staff becoming infected with COVID-19: | SFAIRP when mixed age groups are together keep all children in small consistent groups of no more than 15 with at least one staff member. SFAIRP children to be grouped with siblings and children from the same key stage / bubble. 2 members of staff = Maximum of 30 chn in any one session | TS – to change clothes upon arrival in the afternoons | TS/CC staff Daily Office staff – re bookings 24.08.20 | |

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| <p>Safeguarding</p> <ul style="list-style-type: none"> - Inadequate supervision - Access points/security | <p>Pupil/Staff</p> <p>Mental, emotional and physical injury</p> | <ul style="list-style-type: none"> • Academy’s Safeguarding Policy followed. • All staff are DBS checked. • Club leader competent to undertake the tasks/activities required of them • Boundaries and gates/fencing are checked regularly by the PO. • Controlled access to school building and club areas maintained. • Children are supervised at all times; all children must stay together with staff member unless additional adult available to supervise separately. • Drop off and collection of children will be at designated times and will be at the gate at the bottom of the school drive. • Parents/carers are made aware of their responsibilities, e.g. not entering school grounds when dropping off and collecting their children - See CReW Club Welcome Pack and School full opening RA for procedure • Parents/carers are encouraged to report any potential security/safeguarding hazards to | <p>Safeguarding Training 24th August '20</p> | <p>CC staff 24/08/20</p> | |

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| | | <p>staff.</p> <ul style="list-style-type: none"> • Club staff aware of children likely to attempt to abscond. • Ensure pupils are transferred from the Club to classrooms in their designated groups at their designated times. • Teachers to allow/supervise the transfer of pupils to the Club/hall at 3.15p.m. • When picked up from after school club, process in place to manage collection of pupils. – See CReW Club Welcome Pack and School full opening RA for procedure • If pupil not collected, parent/carer contacted and member of staff waits until someone can collect. – See CReW Club Welcome Pack and School full opening RA for procedure <p>Staff aware of local emergency procedures in place to respond to a missing child</p> | | | |
| Signature of Senior Leadership Team: A Longden Head of School | | | Date: 10.08.20 | | |
| Date review required: | Date review required: | Date review required: | Date review required: | | |

