

Risk Assessment Record

Catkins Breakfast and After-School Club 2020-21

Risk assessment undertaken by: Rebecca Loader

Date: Update 10.7.20.

Risk	Precautions	Responsibility
Unsafe behaviour	<ul style="list-style-type: none"> • Ratios at least 15:1; • SEND children to be closely monitored and staff briefed on daily routines/issues; • Play Leaders to follow school's Behaviour for Learning Policy and communicate closely with HT/DHT to ensure consistent expectations of behaviour, particularly for SEND children; • Setting to keep own Behaviour Log; • Numbers monitored by HT- another Play Leader employed if a) number of children exceeds 30 b) club being run by Dellar Sports Coach Play Leader. 	<p>Catkins Play Leaders</p> <p>In case issue is not resolved, involvement of HT</p>
Setting is unsafe	<ul style="list-style-type: none"> • Caretaker/staff using areas make regular health and safety checks of Hall, Cookery room and Catkins classroom and record any concerns in Caretaker's logbook, also informing office/HT; • Urgent issues should be reported directly to Site Manager by office staff/HT; • Catkins staff to assess safe use of outdoor areas according to weather/unpredicted hazards; • Children to be made aware of potential hazards in cookery room e.g. hot oven; • Potentially dangerous equipment such as sharp knives should be stored and handled away from EYFS/KS1 children; • EYFS/lower KS1 children's use of toilets and corridors should be supervised. 	<p>All staff have responsibility to report anything they consider to be unsafe to the Site Management Team</p> <p>Site Management Team</p>
Staff Absence/Illness	<ul style="list-style-type: none"> • In case of illness prior to session, staff to inform DHT as usual, notifying of inability to fulfil Catkins role and school assigns replacement; • In case of illness during session, Catkins Play Leader to inform HT/DHT who will assess ratios and replace staff if necessary. 	<p>HT/DHT</p>
Food and Hygiene	<ul style="list-style-type: none"> • Catkins staff have completed Food Hygiene Course; 	

	<ul style="list-style-type: none"> • Fridge Thermometer and oven probes used to ensure safe temperature of refrigerated and cooked food; • All stored food to be labelled in plastic containers and kept for no longer than one day after first use; • Recommended food storage system to be used in fridge with raw meat on bottom shelf; • Food to be stored in order of Best Before Dates; • Catkins has list of food intolerances which are filled in on registration and kept updated by office staff. 	
Injury to pupil	<ul style="list-style-type: none"> • All members of staff have paediatric first-aid; • School's Policies to be followed (First Aid/Health and Safety/Administering Medicines); • Catkins have own list of emergency contacts and external phone in Catkins classroom; • Staff have list of children receiving medication/pre-existing medical conditions; • Medication kept in child's classroom (barring Epi-pens which are collected and brought to Catkins)- one adult can leave to fetch this if necessary; • Setting to complete own Accident Log; 	First-aiders
Failure of key equipment	<ul style="list-style-type: none"> • Loss of electricity mid-session will mean that parents/carers will be contacted to take children home as soon as possible; • In the case of failure of cooker/hob, children will be given an alternative cold meal; • Phone failure- the school mobile phone is kept in the office for emergency use. 	Catkins Play Leaders
Collection and Dismissal	<ul style="list-style-type: none"> • School office to keep and update Catkins register throughout day and present staff with copy upon arrival; • EYFS/KS1 children picked up by member of Catkins Staff at 3pm; • KS2 children to make own way to Catkins- member of Catkins staff circulates corridors with clipboard- separate protocol; • Office to inform teachers of KS2 children in Catkins; • All parents fill in registration forms ensuring that Catkins know who has permission to pick up their children; 	Catkins Play Leaders/office staff

	<ul style="list-style-type: none"> • Breakfast club parents wait at main entrance to drop off children; they are met by member of Catkins' staff with a register for the morning; late-arriving children are allowed entry by member of staff whereupon they make their way to the school hall; • Collecting parents/carers wait at main entrance and ring door bell alerting a member of Catkins' staff to their presence. One member of staff then answers bell and escorts parents to Catkins classroom. Parents then sign out children individually. • In the case of non-collection of children, please refer to Safe-guarding Policy. 	
Covid-19 Addendum	<ul style="list-style-type: none"> • Catkins classroom will be cleaned by cleaner before use by Catkins children after school; • The Catkins classroom and hall will also be surface-cleaned after use by Catkins or Breakfast club. • Staff will follow appropriate social-distancing with other staff and children, avoiding physical contact with older children; • Shared equipment will be wiped after use; • Staff will wear gloves to prepare food and all cooking utensils, cutlery and crockery will be cleaned in the dishwasher to ensure sterilisation; • Staff will follow school procedures in the case of suspected Covid-19 (see staff information sheet). 	

