

St Elizabeth's Catholic Primary School General Risk Assessment Record Form



1. Out of hours Clubs

2. Assessor(s): *Mrs M Walsh (Headteacher), Mrs S. Colloff (DHT)*

3. Description of Task/Activity/Area/Premises etc: *Before and after school clubs in hall*

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating - H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See Section 5
Children from different bubbles may mix, therefore increasing the risk of spread of infection across class bubbles.	Children attending the club, club staff, class bubbles, class teachers, TAs	<ul style="list-style-type: none"> • Individual tables will be allocated to individual years groups. These tables will not mix. • Table bubbles will enter and exit the hall at different times. • Table bubbles will not generally share toys or equipment. If this is necessary, they will be cleaned before another group use them. • Pupils will use the toilets they have used during the day. 	M	-Pupils will be seated on tables next to each other and not opposite in the same way as in class bubbles. -Additional cleaning equipment will be purchased for OOHC.	Sept 20	M

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Increased risk of spread of infection as a result of staff mixing with more than 1 bubble/class.	Staff	<ul style="list-style-type: none"> Contact with different class bubbles has been minimised as much as possible. No member of OOHC staff is working across more than 1 class bubble during the school day. Parents will not sign children in and out of OOHC instead staff will put time and initial for child entering/leaving club. 	M	-Staff to remains socially distanced from pupils as much as possible. Where staffing allows, staff should only have close contact (less than 1 metre for more than 15 minutes) with pupils from their daytime class bubble. Where this is unavoidable, contact should be kept to a minimum.		M

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Increased spread of infection as a result of staff and parents interacting with each other.	Staff	<ul style="list-style-type: none"> Parents will collect children from external hall door. This door will remain closed and parents will gain attention of staff by knocking on the door. Parents will not be invited into the club to collect their child. The child will be dismissed onto the playground to meet parent. Any messages will be given to parents outside. If a longer meeting is required, this will be done by telephone or email. Parents will be encouraged to remain 2 metres apart when on site through yellow lines. Parents will follow the one way system when dropping children at the OOHc and collecting them. 	L	<p>Door bell to be removed from original OOHc door. (IH)</p> <p>Lighting on pathway for parents to be reviewed for Autumn term</p>	<p>July 20</p> <p>October 20</p>	L
Increased risk of spread of infection between staff due to inappropriate social distancing.	Staff	<ul style="list-style-type: none"> Staff are to remain 2 metres apart where possible. Staff are to interact with pupils and one another from a distance at all times. Any necessary staff meetings should be undertaken virtually. Staff should follow existing school rules when using staff toilets. (using cone to indicate that toilet is in use, wiping down with anti-bac wipes, using hand sanitiser) 	M	Staff breaks are not allocated due to short time frame of club. However, if a break needs to be taken, this should be taken in the staffroom or Blake room away from other staff members.		M

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Spread of infection through food preparation and consumption.	Children attending the club, club staff	<ul style="list-style-type: none"> • Only pre-packed food will be available, eg. boxes of raisins, yoghurts, cereal bars. • Children will wash hands before and after eating. • Each child will have their own individual cup and will not share. • Any cups and cutlery used will be cleaned daily in OOHC washing up bowl. Hot water, detergent and single use cloths will be used. 	M	-Individual table bubble trays will be created to allow staff to provide each bubble with a selection of snacks directly to their table. These will be cleaned daily.		L
Spread of infection from lack of ventilation.	Children attending the club, club staff	<ul style="list-style-type: none"> • OOHC will move into the hall allowing additional ventilation • The internal hall doors will remain open to allow further ventilation. 	L	-Where weather allows, pupils will be supervised playing outside as much as possible. Staff can utilise the zoned areas of the playground and field to ensure 'bubbles' do not mix.		L

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Spread of infection as a result of child or staff member becoming ill.	Children attending the club, club staff, class bubbles, class teachers, TAs	<ul style="list-style-type: none"> • Any child or staff member who begins to display symptoms will be isolated from the rest of the OOHC and will be moved to the Blake room. • One member of staff to watch child inn Blake room area. This member of staff can also check back in hall by standing in entrance area. • Any staff member displaying symptoms will be sent home to isolate. • Parents of any pupils displaying symptoms will be contacted and asked to collect child immediately. • Any staff member or child displaying symptoms will be informed that they must seek a test (NHS 119) and inform school of the outcome as soon as it is received. • If a child or staff member becomes seriously unwell, 999 will be called for emergency support. • On the outcome of a positive test, the class bubble will then be closed for 14 days and parents told that their child should self-isolate. • On the outcome of a negative test, the staff member or child can return to school as soon as they feel well enough. • Any staff member who is dealing with a pupils showing symptoms or requiring other first aid will wear gloves and a mask when doing so. 	M	<p>-A referral will be made to PHE (0344 2253560) out of hours (01384 679031), SCC Health and safety (01785 355777) out of hours (07623910065) once a positive result has been confirmed. LOC will be informed of a suspected case C19loc.education@staffordshire.gov.uk</p> <p>-Any suspected case in a child or member of staff will be reported to SLT as soon as possible. If a member of SLT is not in school, they should be contacted via phone. (Michelle - 07729 243110 Sarah - 07980 665513)</p>		M

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Staff becoming ill as a result of lack of PPE.	Staff	<ul style="list-style-type: none"> Staff will be provided with an individual bag of PPE including gloves, face masks and aprons. This bag will be separate from any other bags they might have from other roles in the school. These can be replenished from a centrally held stock in the staffroom. Staff will use PPE when dealing with a child displaying symptoms of Covid-19, when administering first aid or providing intimate care, eg. nappy changing/ toileting accident. In addition face shields are available in the staffroom. 	L	-Staff must inform a member of the SLT or office if reserves of PPE are low so they can be replenished.		L

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Spread of infection from ineffective cleaning or hygiene.	Children attending the club, club staff	<ul style="list-style-type: none"> • Staff will use anti-bacterial spray to clean all tables after clubs have finished. • Staff will clean any touch points during the club as necessary, eg, door handles that parents have touched. • Any equipment with hard services will be cleaned after each session or if equipment is moved between year group tables. • No soft furnishings will be used. • Children and staff will wash their hands on entry to club, before and after eating and after returning indoors after any outside play. • Children will be encouraged to use tissues using the 'catch it, kill it. bin it' slogan. They will wash their hands following the use of a tissue and put it in a lidded bin. • Children will be encouraged to cough or sneeze into their arm when necessary. • Children will be provided with an individual named pack of stationary for use in club, eg. colouring pencils etc. 	M	-School to liaise with Service Master Cleaning Services to ensure that cleaning practices can be altered to allow OOHC area and toilets to be cleaned thoroughly once pupils have left.		L

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s): M. Walsh S. Colloff

Signature of line manager:

Print Name: **Michelle Walsh Sarah Colloff**

Print Name:

Date Assessed: **July 20**

Assessment Review: **October 20**

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.