

<b>RISK ASSESSMENT OF</b> Wrap around care	Early Birds and Night Owls	
<b>Establishment:</b> Reed First School	<b>Assessment by:</b> Vicky Wittich	<b>Date:</b> 07.07.2020
<b>Review Date</b> October 2020	<b>Manager Approval:</b>	<b>Date:</b>

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Additional Control Measures	Action by who	Action by when	Date Action completed
<b>Ratio of adults to children</b>	Staff, pupils	Supervising staff feel unable to manage children safely.	Need to meet all Ofsted welfare requirements: clubs are required to ensure the safety of the children, understand and meet the individual needs of the children, ensure they are adequately supervised, and keep them within sight or hearing at all times. We have a maximum of 13 children. The suggested ratio is 1:30. We are well within this. However, wrap around care will not take place unless there is a second designated adult on site in sight of the care.	Where pupils are attending who are 3 years old the ratio must be 1:8.  At least one paediatric first aider and one member of staff with at least level three child care qualification or equivalent will be present in each session.	DH paediatric first aid training (TS)	September 2020	
<b>Movement from classroom to wrap around care</b>	Staff, pupils	Children needing help with toileting Not enough supervision	Pupils will be escorted / allowed to their class bubble toilets when required.	Staff ensure children ask before they go to ensure staff know where children are at all times.	All wrap around staff	On going	
<b>Entry and exit to and from wrap around care</b>	Staff, pupils	Children collected and dropped off by known responsible person(s). Keeping the school site secure before and after main school hours.	Designated door and bell to alerts staff to arrival. Staff to open the door to adult and escort to wrap around care. Pupils must not be handed over to any unfamiliar adult unless by prior arrangement of headteacher or with safe collection password. The adult collecting will sign to say they have collected the child(ren) with a time. Parents have access to the wraparound care mobile phone should further contact be needed. Wrap around care have access to contact details for pupils in their care.	Ensure wrap around care are told of any changes to drop off / pick up.  Any bookings or changes to bookings to be made through school office admin.	All wrap around staff  TS	On going  Sept 2020	
<b>Food hygiene</b>	Staff, pupils	Transmission of infections. Kitchen utensils causing minor injuries.	Reinforce handwashing prior to eating food. Food will be prepared using Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Any cutting of food will be done by the adult. Where possible, food to be prepared in the kitchen prior to wrap around care starting. Children will sit at the table to eat First aid kit in every room in case of minor injury. Where pupils are cooking, ensure any use of equipment is supervised and that all ingredients meet allergy needs.	Ensure food hygiene certificates for staff up to date. Pupils details including allergies in wrap around care file.	All wrap around staff  TS	On going	
<b>Medicines and First Aid</b>	Staff, pupils	Pupil or staff member needs medical attention	Any medicines stored in school and administered on site to be managed by the office staff or the headteacher. First aid kits in every room. Assistance needed signs in every room. Internal telephones for contacting additional adults available in every room.	Ensure staff who administer medicine hand it over to the parent or carer directly. Where this is not possible ensure the medicine is passed to the wrap around care staff for safety – never to the child. Pupil medical details in wrap around care file (e.g. asthma)	All wrap around staff  TS, VW	On going  TS Sept 2020	
<b>Use of ICT</b>	Staff, pupils	Internet safety	The e-safety policy should be read and followed by wrap around care staff.	Limit the amount of time pupils spend on equipment. No more than 20 minutes.	All wrap around staff	On going	
<b>Craft activities</b>	Staff, pupils	Use of sharp equipment, glue, choking hazards.	Ensure all activities planned are suitable for the youngest pupils and any pupils with additional needs. Ensure use of sharp equipment such as scissors and needles are closely supervised.	Staff to check with Headteacher if confirmation of suitability needed.	All wrap around staff	On going	
<b>Late collection of child</b>	Staff, pupils	Child protection	After five minutes ring the parent or carer to arrange collection. If there is no parental or career contact, speak with the Headteacher. Continue to try and make contact with all contact numbers listed for the child or another sibling. If after 5 O'clock the child still has not been collected then social services should be rung to alert them to the situation	Staff have all read and understood KCSiE and the school Child Protection policy to recognise the possible issues around late pick up.	All wrap around staff Headteacher	On going	

<b>DATE OF REVIEW:</b> January 2021 including additional measures for Covid-19	<b>COMMENTS:</b>
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Hazard / Risk	Who is at Risk?	Additional Control Measures	Additional Actions	Action by who	Action by when	Action completed
School occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><b>In the event of a suspected case whilst working on site</b> Ensure Head is notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in Head's Office behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate.</p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p>	Ensure staff, parents and children remain vigilant and continue to follow agreed use of bubbles of staff and children and that any symptoms are reported immediately.	All wrap around staff	On-going from Sept 2020	
<p><b>General Transmission of COVID-19</b></p> <p><b>Minimising contact and Maintenance of social distancing</b></p>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Pupils in wrap around care to be kept where possible in bubble groups through zoned areas either in the hall or outside to achieve social distancing (ideally 2m between children from different groups).</p> <p>Parents and carers dropping off and picking up will not come into the building. The location of wrap around care will be clearly sign posted to ensure parents and carers know where to go and leave the site promptly.</p> <p>Usual procedures for signing on and out will take place but staff member will sign on behalf of the adult who will be in sight of the form to limit use of shared resources and contact within 2m.</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>Activities planned will minimise all unnecessary sharing of resources.</p> <p>Use of shared resources between groups to be minimised, resources allocated to individual groups where possible. Otherwise all resources shared across groups must be cleaned before / after use e.g. library books, chrome books, PE equipment etc.) or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Any activities planned must be carried out in zoned areas and resources must not be shared between the groups.</p> <p>Planned practical activities to be shared with the headteacher to ensure they are suitable for social distancing.</p> <p>Build cleaning into end of lesson activity routines.</p> <p>Schools to ensure anti-bacterial wipes are available in all rooms and staff to ensure students wipe down after use.</p> <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available in the room and should be used by all persons when entering and leaving the area.</p> <p><b>Kitchen use</b> Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to remain in their allocated groups.</p> <p><b>Toileting</b> Children to use the toilet used during the day with their bubble. Wrap around care staff to contact head teacher or designated member of staff to escort pupil to the correct toilet when needed and return to wrap around care. Contact will be made using walkie-talkies or internal telephones.</p>		All wrap around staff	On-going from Sept 2020	