

*Risk Assessment Record*  
**Catkins Breakfast and After-School Club 2021-22**

Risk assessment undertaken by: Rebecca Loader

Date: Update 9.11.21.

Risk	Precautions	Responsibility
Unsafe behaviour	<ul style="list-style-type: none"> <li>• Ratios at least 15:1;</li> <li>• SEND children to be closely monitored and staff briefed on daily routines/issues;</li> <li>• 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;</li> <li>• Setting to keep own Behaviour Log;</li> <li>• 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.</li> </ul>	<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"> <li>• 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;</li> <li>• Urgent issues should be reported directly to Site Manager by office staff/HT;</li> <li>• Catkins staff to assess safe use of outdoor areas according to weather/unpredicted hazards;</li> <li>• Children to be made aware of potential hazards in cookery room e.g. hot oven;</li> <li>• Potentially dangerous equipment such as sharp knives should be stored and handled away from EYFS/KS1 children;</li> <li>• EYFS/lower KS1 children's use of toilets and corridors should be supervised.</li> </ul>	<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"> <li>• In case of illness prior to session, staff to inform HT as usual, notifying of inability to fulfil Catkins role and school will assign replacement if DSC cannot; school will replace their own member of staff;</li> <li>• In case of illness during session, Catkins Play Leader to inform HT/DHT who will assess ratios and replace staff if necessary.</li> </ul>	<p>HT/DHT</p>

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

	<ul style="list-style-type: none"> <li>• 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;</li> <li>• 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.</li> <li>• In the case of non-collection of children, please refer to Safeguarding Policy.</li> <li>• IN CASE OF EMERGENCIES- HT/DHT SHOULD BE NOTIFIED IMMEDIATELY OR AFTER EMERGENCY SERVICES HAVE BEEN CALLED (USING MOBILE/HOME PHONE NUMBER IF NOT ON SITE).</li> </ul>	
Covid-19 Addendum	<ul style="list-style-type: none"> <li>• Catkins classroom will be cleaned by cleaner before use by Catkins children after school;</li> <li>• The Catkins classroom and hall will also be surface-cleaned after use by Catkins or Breakfast club.</li> <li>• If Bubbles are in operation, then they will be separated in hall by furniture and kept apart in Catkins if small number- if larger, then Catkins will transfer to hall and follow Breakfast club arrangements.</li> <li>• Staff will follow appropriate social-distancing with other staff and children, avoiding physical contact with older children;</li> <li>• Shared equipment will be wiped after use;</li> <li>• All cooking utensils, cutlery and crockery will be cleaned in the dishwasher to ensure sterilisation;</li> <li>• Staff will follow school procedures in the case of suspected Covid-19 (see staff information sheet).</li> </ul>	Catkins staff

# CATKINS

## AFTER-SCHOOL COLLECTION OF CHILDREN PROTOCOL

<i>TIME</i>	<i>Event and Person(s) Responsible</i>
<b>Before 2pm</b>	Catkins list available in office and hard copies given to class-based staff during afternoon
<b>3pm</b>	Dellar Sports Coach to collect EYFS and KS1 children and bring to Nurture Room
<b>3.10pm</b>	School Play Leader to join Dellar Sports Coach and prepare to register KS2 children as they make their own way to Nurture Room
<b>3.15pm</b>	School Play Leader to stand in corridor and ensure that KS2 children have gone to Nurture Room
<b>3.15-3.20pm</b>	School Play Leader to follow-up on any missing children; initially checking with teacher on playground and then going to school office to check list with Admin Assistant
<b>3.20pm</b>	HT/DHT informed if a child is unaccounted for