

Catalyst Academies Trust	<div style="text-align: center;">RISK ASSESSMENT FORM</div>					Form Number: HSF003 Version: 1.0 Date: Jan 2013 Procedure: HSP 5.0			
Location/Site: Catalyst Schools - After School Provision (ASP)			Date of Assessment: January 2022		Assessor(s): Trust SLT		Reference: Dilkes Academy		
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed		
Safeguarding		Children	<ol style="list-style-type: none"> All ASP staff have received Catalyst Trust Safeguarding training All ASP staff are fully aware of how to report disclosures DSL will be on site each day to investigate any concerns Concerns to be logged via MyConcern and will be allocated by a DSL Concerns with regards to allegations against a staff member will be reported to the LADO Visitors aren't permitted to attend the After School Provision without prior authorisation by the HT or DHT SLT will attend the provision each day to ensure the health & safety as well as pupil wellbeing needs are being met 						
Parental Consent	Individual health needs	Children	Parents provide formal consent for their child to attend the club. Parent contact details are taken as well as those who are able to drop off and collect.						
Security	Child leaving the facility Intruder entering the building	Children Staff	<ol style="list-style-type: none"> Pupils are brought to the club by members of the ASP team. Office staff member present from the start of club in order to support the smooth arrival of pupils to club. Easy access to phones in the front office to communicate in an emergency situation. Daily register taken upon arrival Drop off arrangements are in place and shared with parents/carers to ensure the safety of all pupils Collection at the end of the day – parent/carers buzz the school gate and once identified are allowed access to the front doors. Pupils wait inside the building until a member of staff once again confirms their identify and escorts the pupil through the front entrance. 						

First aid Administration of Medication	Adequately supporting a pupil when hurt	Children	<ol style="list-style-type: none"> 1. Adequate number of clubs staff are trained to an appropriate level of first aid. 2. Refresher training is completed and monitored by LB. 3. Adminstrating medication policy on school website and shared with staff. 4. There are a sufficient number of fist aid kits available in the school. 5. Parental consent is obtained prior to the administration of medication. Health care plans are created in partnership with parent/carer of individual pupils. 				
Lack of social distancing in the After School Provision	Resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Children to be brought into the dining hall and registered by ASP staff. 2. On arrival all children to use hand sanitiser in dining hall 3. Designated areas/zones for year group bubbles. Children to go straight to allocated area and sit at the tables. 4. Hot/cold snacks to be served at tables and cleared away by adults. 5. Plates/cups etc to go through kitchen dishwasher. 6. Social distancing rules created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc). Adult designated to each year group bubble. 7. Rules re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 8. Activities planned for group work in bubbles. 9. Activities and resources are distributed at the start of the session. Play equipment/resources to be sanitised after use before the next session. During the session children will be allocated resources 				
Children/ Staff falling ill and showing symptoms in school	resulting in direct transmission of the virus		<ol style="list-style-type: none"> 1. Members of the senior leadership team and CEO of Catalyst Academies Trust will continually check for further updates and amend the risk assessment accordingly and in line with new guidance. 2. If any child displays symptoms, parents will be immediately contacted to take their child home. Any child waiting to be collected will be in a room with windows and doors that are 				

			<p>opened. Staff members showing symptoms will be sent home immediately. In the case that this staff member is working as the sole teacher in a bubble, all children within the bubble will be sent home for the rest of that day.</p> <ol style="list-style-type: none"> 3. If child who is displaying symptoms uses the toilets, these will be thoroughly cleaned with disinfectant before anyone else uses the area. 4. The person who supervised the child, will do the cleaning to avoid unnecessary exposure, wearing PPE as required or necessary. 5. A staff member will remain behind a closed door if this is at all possible. Where this is not possible, staff will wear PPE required and will stay as far away as possible. 6. If a child tests positive they are to isolate for 10 days. 7. Deep cleaning of the area where the child or staff member was working will be carried out. 				
Contact with a positive case	Resulting in direct transmission of the virus	Children Staff	<ol style="list-style-type: none"> 1. From Tuesday 14 December, daily testing for contacts of Covid-19 (DTCC) is being introduced for close contacts who are fully vaccinated or under 18. 2. This will replace all previous guidance on isolation rules for contacts, regardless of whether they are linked to a suspected or confirmed Omicron case. 3. Contacts participating in daily testing for contacts of Covid-19 are asked to take a LFT test for 7 consecutive days (or up until the end of the 10-day self-isolation period, if sooner). 4. All close contacts who are not fully vaccinated, including close contacts of suspected or confirmed cases of the Omicron variant, are required to self-isolate for 10 full days from their contact with the positive case. 				
Contact with food/preparing food	Resulting in direct transmission of the virus	Children Staff	<ol style="list-style-type: none"> 1. One member of staff to prepare the food each day 2. Ensure all staff are fit for work 3. Staff members to wash hands before handling bread items 				

			<ol style="list-style-type: none"> 4. Regular washing of hands throughout the morning 5. Check food preparation areas are clean and disinfected prior to use 6. Staff and children to maintain a social distance as much as possible. Food to be collected from a set area by the children. 7. Continue to follow usual food health and safety procedures. 				
Additional measures	Resulting in direct transmission of the virus	Staff	<ol style="list-style-type: none"> 1. Tables and resources to be cleaned after use prior to official school day starting. 2. Adults to take their group to their classrooms adhering to social distancing rules and corridor protocols. 3. Adults to wear visors or face masks at their own discretion 4. Members of staff to carry our Lateral Flow Tests twice weekly as recommended by the DFE – following reporting protocols with both school and government website. 5. SLT to track which staff have received their vaccination. 6. Resources for the ASP will be separate from those used within the normal school setting. 7. There will be a member of staff who is first aid trained within the ASP 				