

Workplace Health & Safety Risk Assessment

Service Area / School:

Winchcombe School

Date: 11/09/2020

Work Team / School Department:

The Phoenix Club Before & After School Club

Job or Work Activity being Assessed: Dining Room/Mulberry Classroom

List the Hazards?	Who might be harmed & how?	What are you already doing to lower risks?	Any further action needed?	Action by Whom?	Action by?	Done
Covid19 infection	Staff, Children, Parents/Carers, Siblings	<p>2 Bubbles of 17/18 children Bubble 1, FS-Y3 in Dining Hall Bubble 2, Y4-6 in Mulberry</p> <p>Check that children have washed their hands thoroughly before starting Phoenix Club, and wash hands prior to having snacks.</p> <p>Adults working in Phoenix Club may wear mask if desired</p> <p>Cook to prepare snacks, packed individually and delivered to each room on trolley</p> <p>Outside play areas: Bubble 1, grass outside school hall Bubble 2, Y5/6 courtyard</p> <p>Parents to drop off at dining hall in the morning and collect from dining hall/Mulberry in the afternoon.</p>	<p>Where possible, keep 1m at most distance from adult not usually in contact with in school bubbles.</p> <p>Parents to wear masks on drop off and collection when on school premises</p>	All staff, and parents	ongoing	

Notes:

- Risk Assessors must have received WBC training or have an acceptable external qualification.
- Sponsors will be Heads of Service, Heads of School Department or Head Teachers.
- Risk Assessment reviews to be carried out after any associated 'Riddor' accident or at least annually.

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		Dining Hall and Mulberry classroom to be cleaned after 6 pm.				
Trips, Slips, Falls	Staff, Children, Parents/Carers, Siblings	First staff member entering room will Risk Assess before children enter. Keep main walk ways clear of trip hazards.	Remind Staff regularly.	Staff	Ongoing	
		Kitchen, spillages, dropped food to be cleared up immediately.	Remind Staff, Children, Parents/Carers, Siblings.	Manager/ Staff	Ongoing	
		Kettle & Toaster controlled entrance to area by staff member.	Remind Staff of Health & Safety Policy regularly	Manager	Ongoing	
		Children reminded to put away toys/activities played with after use. Not to be left on the floor.	Remind Staff of Health & Safety Policy regularly.	Manager	Ongoing	
		Coat Peg area, making children aware of hanging up coats & bags.	Remind Children to play safely.	Staff	Ongoing	
Accidental Injuries	Staff, Children, Parents/Carers, Siblings	Making sure the children are aware of any consequences of their actions.	Reminders /awareness of safety rules.	Staff	Ongoing	
		Staff First Aid Trained and Manager has Epi/Jext pen training	Update First Aid Training regularly.	Manager	Ongoing	
		Staff are aware of where the First Aid is kept & put back after use.	First Aid Kit regularly maintained.	Staff	Ongoing	
Stranger Danger	Staff, Children, Parents/Carers, Siblings	Club Register timed/signed by Staff when children entering room.	Designated Staff member at main desk.	Staff	Ongoing	
		Club Register timed/signed by Parent/Carer when child/children collected.	Remind Parents/Carers to time & sign out. Remind Staff to 'number	Staff	Ongoing	

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			check' against the room & the Register regularly.	Staff		
			Verbal communication between Parent/Carer & Staff		Ongoing	
		Unfamiliar person collecting child/children to have a 'Pass Word' which Parent/Carer & Staff are aware of.	Staff to notify each other when necessary.	Staff	Ongoing	
		Unknown persons entering room must be approached by a Staff member to be identified.	Staff to notify each other when necessary.	Staff	Ongoing	
		Continuance of number checking the Children against Register & knowing where they are within the setting.		Staff	Ongoing	
		Children to be made aware they must ask a member of staff for permission, to leave the Dining room. (toilet or collect belongings)	Staff member to notify another staff member a child has left room if they are leaving the room themselves.	Staff	Ongoing	
	Staff/children	When entering/working in room alone before/after AM/PM sessions always keep side entrance/exit door locked from inside. (automatic unlocked from inside when opened by handle).		Staff		
	Staff	Always lock door when leaving room after AM/PM sessions.		Manager		
Fire	Staff, Children, Parents/Carers,	To follow the Fire Evacuation Procedure.	Staff to be aware of the Procedure.	Manager	Ongoing	

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	Siblings		Staff to be regularly updated of any change of procedures.	Manager	Ongoing	
		Regular Fire Drills.	Record on Register.	Staff	Ongoing	
		Keep main door entrances/exits clear of hazards.	Regularly remind Staff, Children, Parents/Carers, Siblings.	Staff	Ongoing	
Children to Adult Ratios	Staff, Children	Making sure the Adult to children ratios are correct.	Staff members need to be aware of the Ratio.	Staff	Ongoing	

Risk Assessment by:

Sharon Frost

Signature: *S Frost*

Risk Assessment Sponsor:

Neil Pilsworth

Signature: *N Pilsworth*

Review Date	Assessor	Signature	Sponsor	Signature

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