

## NWPA PRIMARY ACADEMY – AFTER SCHOOL CLUBS

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
After School Clubs	Pupils / Staff in all clubs	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Children will come from the playground to their designated club area, escorted by a member of staff</li> <li>All children to remain in their own class bubble, in their designated area, during After School Club.</li> <li>Bubbles are not to cross over or contaminate another bubble during After School Club.</li> <li>Where possible, After School Clubs to be held outside. If raining, activities will be changed and held in School.</li> <li>Hand sanitisers must be available to all children and staff at all times during after school club.</li> <li>All children to be dismissed at the pedestrian gate at the top of the driveway at the end of the session.</li> </ul>	HIGH	Yes	
Gardening	Pupils / Staff	Spread of infection due	<ul style="list-style-type: none"> <li>AH to collect year 2 children from their line at the end of the day and take them to the designated area of the After School Club.</li> </ul>	Low	YES	

		to close contact	<ul style="list-style-type: none"> <li>• AH to ensure a register is taken before the start of any activity.</li> <li>• All children to be supervised at all times.</li> <li>• Children to wash hands with soap immediately after any activity.</li> <li>• AH to ensure all children are given a clear set of rules to follow, any child not following the rules will be removed from the activity.</li> <li>• Any child who misses 2 consecutive weeks, will be removed from the register and places offered to other children.</li> <li>• Apron and gloves to be worn by any staff taking part in cleaning activities.</li> <li>• AH to ensure all equipment used is cleaned at the end of the session.</li> <li>• Tissues and hand sanitiser to be available at all times during the activity. Tissues to be disposed of in a closed bin with a lid.</li> </ul>			
	Pupils	Injuries	<ul style="list-style-type: none"> <li>• Children must be supervised at all times when using the gardening equipment.</li> <li>• Children to be supervised to ensure no soil/seeds/plants are consumed by the children.</li> </ul>	LOW	<b>YES</b>	
Cooking	Pupils / Staff	Spread of Infection due	<ul style="list-style-type: none"> <li>• MW/JS to collect year 5 children from their classroom at the end of the day and take them to the designated area of the After School Club.</li> </ul>	LOW	<b>YES</b>	

		to Close contact	<ul style="list-style-type: none"> <li>• MW/JS to ensure a register is taken before the start of any activity.</li> <li>• All children to be supervised at all times.</li> <li>• Children to wash hands their hands thoroughly with soap before and immediately after messing with food.</li> <li>• MW/JS to ensure all children are given a clear set of rules to follow, any child not following the rules will be removed from the activity.</li> <li>• Any child who misses 2 consecutive weeks, will be removed from the register and places offered to other children.</li> <li>• Apron and gloves to be worn by any staff taking part in cleaning activities.</li> <li>• Hand sanitiser and tissues to be available throughout the activity and children encourage to use this on a regular basis. Tissues to be disposed of in a closed bin with a lid.</li> </ul>			
	Pupils	Allergies  Burns/Injuries	<ul style="list-style-type: none"> <li>• MW/JS to be aware of any food allergies within the group, as well as food not allowed due to religious purposes.</li> <li>• Children to be taught the correct way of using knives and supervised at all times when using sharp instruments.</li> </ul>	High	<b>YES</b>	

			<ul style="list-style-type: none"> <li>• Children to be supervised at all times when using the ovens and hobs.</li> <li>• Children must not touch each others food or eat food that another child has been in contact with or prepared.</li> </ul>			
Music	Pupils / Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>• GS to collect year 4 children from their line at the end of the day and take them to the designated area of the After School Club.</li> <li>• GS to ensure a register is taken before the start of any activity.</li> <li>• All children to be supervised at all times.</li> <li>• All equipment to be cleaned after use</li> <li>• GS to ensure all children are given a clear set of rules to follow, any child not following the rules will be removed from the activity.</li> <li>• Any child who misses 2 consecutive weeks, will be removed from the register and places offered to other children.</li> <li>• Apron and gloves to be worn by any staff taking part in cleaning activities.</li> <li>• Hand sanitiser and tissues to be available throughout the activity and children encourage to use this on a regular basis. Tissues to be disposed of in a closed bin with a lid.</li> </ul>	Medium	<b>YES</b>	
				LOW		

Arts/Crafts	Pupils / Staff	Spread of infection through contact	<ul style="list-style-type: none"> <li>• GS to collect year 3 children from their line at the end of the day and take them to the designated area of the After School Club.</li> <li>• GS to ensure a register is taken before the start of any activity.</li> <li>• All children to be supervised at all times.</li> <li>• Children to wash their hands thoroughly with soap after each activity.</li> <li>• GS to ensure all children are given a clear set of rules to follow, any child not following the rules will be removed from the activity.</li> <li>• Any child who misses 2 consecutive weeks, will be removed from the register and places offered to other children.</li> <li>• Apron and gloves to be worn by any staff taking part in cleaning activities.</li> <li>• All equipment to be cleaned thoroughly after use.</li> <li>• Hand sanitiser and tissues to be available throughout the activity and children encourage to use this on a regular basis. Tissues to be disposed of in a closed bin with a lid.</li> <li>• GS to check that no children have any allergies relating to paint / glue / materials</li> </ul>	LOW	<b>YES</b>	
Area of Activity	Staff / Children	Spread of Infection due	<ul style="list-style-type: none"> <li>• Club leaders must keep a 2 metre safe distance at all times where possible when teaching.</li> </ul>	HIGH	<b>YES</b>	

		to close contact	<ul style="list-style-type: none"> <li>• All teaching must be done with all children front facing only with the Club Leader standing at the front of the class.</li> <li>• Where children may require extra assistance a 2 metre rule must try and be met.</li> <li>• Where 2 metre rule cannot be met Staff members must use PPE available to them (Visors, masks, Gloves, Apron)</li> <li>• Hand sanitiser and tissues in every room and must be used every time a pupil enters the room / area.</li> <li>• Where possible clubs take place outside, where this isn't possible clubs take place in the small hall.</li> </ul>			
Children requiring using the toilet in lesson times.	Children	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>• Inform the child of the importance of washing their hands after using the toilet and on their return to the classroom / area and use the hand sanitiser on entering the classroom.</li> <li>• Posters placed around site to reinforce this issue</li> <li>• Toilet breaks to take place at designated times throughout the activity and staggered across the different clubs.</li> <li>• All clubs to use toilets closest to their designated area.</li> <li>• Pupil will use hand sanitiser within classrooms every time they enter.</li> </ul>	HIGH	<b>YES</b>	

First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering Mask/Visor/Gloves/Apron and follow ATT procedure when dealing with injuries.</li> <li>• Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>• Where this is not possible Staff members to wear PPE and dispose of items within closed lid bin immediately after use.</li> <li>• Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>• Always wash hands after contact</li> <li>• PPE used for first aid must be disposed of after use</li> <li>• Staff to wash hands and sanitise after removal of PPE</li> </ul>	HIGH	<b>YES</b>	
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• In the event of a serious injury or incident call 999 immediately.</li> <li>• Wear face covering visor, mask and gloves when in close contact or dealing with bodily fluids</li> <li>• In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.</li> <li>• Always wash hands and sanitise after contact</li> </ul>	HIGH	<b>YES</b>	

Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where possible allow the child to vent their frustrations</li> <li>• Where possible allow child to be in a room on their own or outside</li> <li>• If team teach techniques are required, it is advised face covering mask and or visor, apron and gloves are worn.</li> <li>• Pupil May need separate care and attention in another space, area to be designated by academy and PPE used at all times</li> </ul>	HIGH	<b>YES</b>	
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