

Catalyst Academies Trust		RISK ASSESSMENT FORM					Form Number: HSF003 Version: 1.0 Date: Jan 2013 Procedure: HSP 5.0	
Location/Site: Catalyst Schools - After School Club			Date of Assessment: 26 th August 2020 Reviewed September 2021		Assessor(s): Sam Oxley Nicola Barrett		Reference: Benyon Primary School	
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	
Club	Resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Children to be escorted to the room by their class TA. 2. On entering the room, all children and staff to wash/sanitise hands. 3. Children to be collected from the allocated gate by a parent at the end of the club unless permission has been received for them to walk home alone. 					
Using toilets and poor hygiene	resulting in direct and indirect transmission of the virus		<ol style="list-style-type: none"> 1. One child allowed to go to toilet at a time and supervised by an adult. 2. Allocated toilets for the after school club which will be cleaned after use at the end of the day. 3. Children reminded of good hand hygiene regularly and soap is available at all sinks. 4. Extra Signs in toilet re washing hands 					
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 opened. Staff members showing symptoms will be sent home immediately. 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 					

			<p>possible, staff will wear PPE required and will stay as far away as possible.</p> <p>6.If a child or staff member displays symptoms they will need to take a PCR test and remain at home until the results are known. In the event of a positive test they must follow current government guidance. If the test is negative and 48hrs post symptoms they may return to work/ school</p> <p>8.If a child or staff member receives a positive test result, then Public Health England and Local Authority will be informed by email.</p> <p>9. Close contacts – the school will apply the following guidance Any member of staff not double jabbed to isolate for 10 days</p> <ul style="list-style-type: none"> • All staff members double jabbed can remain in work unless they display symptoms • All children can remain in school unless they display symptoms • Testing of staff who have had contact with a positive case will be a priority and they will be required to take a PCR test. <p>10.Deep cleaning of the area where the child or staff member was working will be carried out. Any child waiting to be collected will be in a room with windows and doors that are opened.</p> <p>11.Test and Trace procedure is followed.</p> <p>12.Staff and parents/ carers need to book a test if they display symptoms.</p> <p>System of Controls</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> 1. Engage with NHS Test and Trace process. 2. Manage confirmed cases of coronavirus amongst the school community. 3. Contain any outbreak by following local health protection team advice. 				
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