

<b>Catalyst Academies Trust</b>		<b>RISK ASSESSMENT FORM</b>					Form Number: HSF003 Version: 1.0 Date: Jan 2013 Procedure: HSP 5.0	
<b>Location/Site:</b> Catalyst Schools - Before School Club			<b>Date of Assessment:</b> 26 <sup>th</sup> August 2020 November 2020 September 2021		<b>Assessor(s):</b> Sam Oxley Nicola Barrett		<b>Reference:</b> 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	
<b>Club</b>	Resulting in direct transmission of the virus	Children Staff Families Wider Community	1. Children to be collected from the front gate by a member of staff. Any children resisting coming into club should be dealt with by parents. 2. On arrival all children to be sent to wash/sanitise hands. 3. Rules re-visited and modelled throughout the session and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance.					
<b>toilets and poor hygiene</b>	resulting in direct and indirect transmission of the virus		1. One child allowed to go to toilet at a time 2. Allocated toilets that are used for their club. 3. Children reminded of good hand hygiene regularly and soap is available at all sinks. 4. Extra Signs in toilet re washing hands					
<b>waiting to enter front office in morning</b>	resulting in direct transmission of the virus		1. Allocated entrance for children to arrive and leave from the main reception office entrance. 2. Signage for parents and children displayed outside the front office entrance.					
<b>Children/ Staff falling ill and showing symptoms in school</b>	resulting in direct transmission of the virus		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.					

			<p>3.If child who is displaying symptoms uses the toilets, these will be thoroughly cleaned with disinfectant before anyone else uses the area.</p> <p>4.The person who supervised the child, will do the cleaning to avoid unnecessary exposure, wearing PPE as required or necessary.</p> <p>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.</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"> <li>• All staff members double jabbed can remain in work unless they display symptoms</li> <li>• All children can remain in school unless they display symptoms</li> <li>• 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.</li> </ul> <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><b>System of Controls</b></p>				
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<b>Contact with food/preparing food</b>	Resulting in direct transmission of the virus	Children Staff	<ol style="list-style-type: none"> <li>1. Staff members to wash hands before handling food items</li> <li>2. Regular washing of hands throughout the session</li> <li>3. Check food preparation areas are clean and disinfected prior to use</li> <li>4. Staff and children to maintain a social distance as much as possible. Food to be provided on the tables for access by the children.</li> <li>5. Continue to follow usual food health and safety procedures.</li> </ol>				