



**SOMERSET**  
County Council

## Meare Village Primary School (226)

### Risk Management - Assessment

#### Report

**Risk Area:** General

**Assessment Framework:** CLUBS:AFTER SCHOOL

**Work Area or Activity:** Meare Village Primary School

**Competent Person:** Jan Fellows

**Assisted by:** Glenda Jones

**Groups Affected:** External club providers  
Pupils and Staff

**Notes:** Updated re Covid. This is a review of an assessment carried out on 14/02/2008. It was marked as 'nothing had changed' by Laura Blackmore on 17/10/2011. This is a review of an assessment carried out on 17/10/2011.

**Assessed on:** 08/09/2020

<b>Risk Rating:</b>	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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**To be Reviewed on:**

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Complete in conjunction with other relevant risk assessments, e.g. football, netball, transport	A section will be included in this risk assessment for each activity.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Do you ensure that parents / carers give written consent for their child to attend after school clubs? Do you ensure that forms are collated by the organiser of the club and only those with signed permission	Collated by office from parent permission forms and attendance list passed to organiser.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1

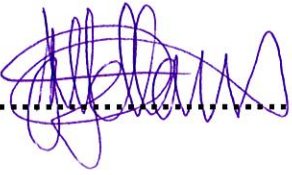
are allowed to take part?			
Do you ensure that information to parents / carers covers information on start / finish times and collection arrangements?	Letter with details of clubs sent out termly.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Do you ensure that information to parents / carers covers information on suitable clothing / footwear and equipment which may be necessary for the activity?	Details in letter. Children will not be changing for activities from September 2020.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Do you ensure that the person in charge of the activity has appropriate knowledge, experience and skills in the activities to be undertaken?	Headteacher discussed with each person running dance, art and sports club re Covid.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Do you ensure adequate supervision levels for the numbers of pupils taking part in the club?	Clubs have a maximum number that can attend.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Do additional helpers understand the requirements for safe working and their responsibilities for themselves and pupils?	They will be briefed by the headteacher and will have access to this risk assessment. Hand sanitizing on entry and exit. Social distancing will be strictly adhered to.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Has a risk assessment been carried out for the proposed activity? Standards for after school clubs should be the same as for the curriculum.	Sections will be included in this risk assessment for each activity taking place. Conversations have taken place between the Headteacher and each provider.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b>

Have you ensured that a trained first aider and first aid box are readily available during after school club? Your regular first aider may not be present. Additional training may be required to cover this.	Sophie Smith, first aider, is on site after school when the clubs take place.	Yes	1 Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Is the person in charge of the activity aware of any persons with medical or behavioural problems and the appropriate action to take should it be necessary?	The person in charge will include on the parent reply slip: Details of medical needs, contact details, whether pupils will be collected or can walk home.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
If medication may need to be given during the club session, have you obtained written permission to do this from parents / carers?	Parents complete medication form for all medication in school and this would also apply to after school activities.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
If medication may need to be given in an emergency have staff received appropriate training to do this? All medication given should be recorded.	A first aider will be on site when clubs are held.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Do you ensure that there is access to an emergency phone? If using a mobile ensure that it has a signal.	Club leaders will have mobile phones. There is a landline in the school office.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Have you carried out a risk assessment for any pupils with special needs who may wish to take part?	The club leader will discuss any needs with the parent.	Yes	Severity: 1 Likelihood: 1 <b>Risk</b>

			<b>Rating:</b> 1
Do you ensure that a register is taken for each club session?	Yes the club leaders will keep a register.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Do you ensure that the person in charge of the activity has emergency contact numbers for each of the pupils? Records need to be maintained.	The club leader will include this on the parent reply slip.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Do you ensure that all helpers and pupils are aware of the emergency evacuation procedures for fire etc.?	They will be briefed. A member of the teaching team will be on site.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Do you ensure that all hazardous substances and materials are assessed for the Control of Substances Hazardous to Health?	Hazardous substances kept locked in cleaning room.	Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
If the activity involves the moving or setting up of equipment, do you ensure that helpers and pupils are trained to do this correctly to avoid manual handling injuries?		Yes	Severity: 1 Likelihood: 1 <b>Risk Rating:</b> 1
Do you ensure that adequate arrangements are in place to clear away equipment for safe storage, clean up spillages and secure the	Club leader and children will clear away the area.	Yes	Severity: 1 Likelihood: 1 <b>Risk</b>

premises?			<b>Rating:</b> 1 <b>Severity:</b> 2 <b>Likelihood:</b> 2 <b>Risk Rating:</b> 4
Dance club	Boxes will be marked with tape on the hall floor with adequate distance between them. There will be a maximum of 10 pupils. No pupils from other schools will be permitted to join. No other adults will be in attendance at the club. Children will not be permitted to leave the hall during the club. Children will remain in their box together with all their belongings. The hall windows will be open for ventilation. Children will be taught from the front.	Yes	<b>Severity:</b> 2 <b>Likelihood:</b> 2 <b>Risk Rating:</b> 4
Art club	Art club will be held in the hall and children will only work with those in their bubbles. Hands will be washed before club starts. Equipment will not be shared between bubbles. There will be a maximum of 12 pupils. Children must be taught from the front.	Yes	<b>Severity:</b> 2 <b>Likelihood:</b> 2 <b>Risk Rating:</b> 4
Sports club	This will be held outside, weather permitting. If the hall is used children will be sectioned into and remain in their bubbles. Equipment will not be shared between bubbles. There will be a maximum of 12 pupils. The club provider will also have their own risk assessment.	Yes	<b>Severity:</b> 2 <b>Likelihood:</b> 2 <b>Risk Rating:</b> 4
Toileting	Children will use class toilets prior to going to the club. Staff toilets are not to be used.	Yes	<b>Severity:</b> 1 <b>Likelihood:</b> 1 <b>Risk</b>

			<b>Rating:</b> 1 <b>Severity:</b> 1 <b>Likelihood:</b> 1 <b>Risk Rating:</b> 1
Collection after club	Parents will wait at the front gate. Children will be brought to them for collection.	Yes	

**Jan Fellows**      **Signed**       **Dated** ..... 10/9/2020 .....  
 .....  
**Co-ordinator**      **Signed** .....      **Dated** .....  
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