

**Risk Assessment – Extra Curricular and Holiday Clubs at Ixworth CE Primary School
Summer Holidays 2021 and Academic Year 2021-22**

Risk	Those at risk	Precautions	Responsibility
Use of meadow and playground		<ul style="list-style-type: none"> • Coaches read and agree to meadow risk assessment, see Appendix 1 • Coaches to rope off area • Coaches to explain rules of meadow to children • Coaches to know gate code • Gate to school site must be closed at all times • Meadow to be checked for dog mess • Playground equipment shan't be used/touched 	LA/DB
Collection of children from their classrooms & parent/carer pickup		<ul style="list-style-type: none"> • Children will be taken to the meadow (KS2) /playground (KS1) to their coach by their class teacher. • Children will take part in school uniform and trainers. They will need to change into these before leaving their classroom and bring all their belongings with them. • Parents will pick up from the meadow: Gate 4 (KS2) and Gate 3 (KS1) • Coaches to have register with contact and medical details supplied by the school. • Coaches to request inhalers in a named bag from those pupils with asthma • Coaches to carry a mobile phone which should not be used other than in an emergency 	Coaches
A child/coach presents with symptoms during the club		<ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ • Follow PHE flowchart. There is no need to close a bubble if there is a suspected case unless informed by PHE (Suffolk Public Health). For suspected cases complete the SSC notification form immediately • Parents will be contacted immediately to collect the child from the meadow 	Coaches



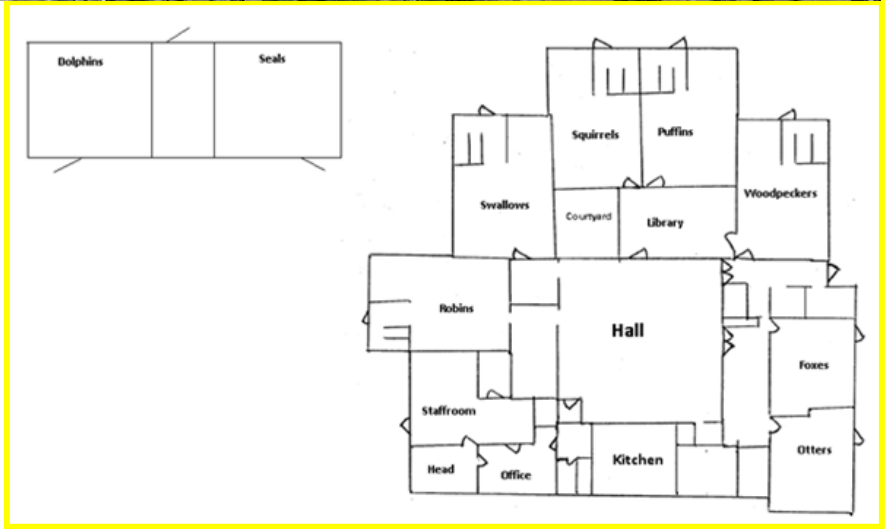
A child/coach presents with symptoms during the club... cont./		<ul style="list-style-type: none">• The child will be supervised by a member of staff in a separate space which allows more than 2m distance• On the arrival of the parent, the child will be handed over• The items that the child has touched will be isolated or disinfected• Parents of the child will be asked to get the child tested COVID 19 Testing and report back to the organisation as soon as a result is known• Self-isolation should be for at least 10 days	Coaches
Hygiene routines		<ul style="list-style-type: none">• Hot running water and soap available on school site.• Hand sanitiser available on meadow and in playground• All children to wash hands at beginning and end of session and after they touch shared equipment• Children should be encouraged to avoid touching their faces and to cough/sneeze into a tissue or their elbow and to dispose of all tissues immediately after use	Coaches
Toilets		<ul style="list-style-type: none">• Class teachers / coaches to ensure club children have been to the toilet and filled their water bottles before the start of the club.• KS2 children needing the toilet to use the toilets off of the hall.• KS1 children needing the toilet to use the toilets in the new build• Children to wash hands thoroughly after using the toilet.	Teachers/ Coaches



Children needing the toilet during activities		<ul style="list-style-type: none"> • A child that wishes to go to the toilet will be sent with a 'buddy'. The coach of the children will monitor the absence. If the children are from the meadow the gate must be closed behind them. 	Coaches
Children being injured		<ul style="list-style-type: none"> • All coaches first aid trained • All first aid kits to contain thermometers • First Aid equipment checked and replenished each day • First Aiders have access to gloves, masks and goggles if needed. 	DB
Children disclosing that they are unsafe		<ul style="list-style-type: none"> • All coaches have safeguarding training up to date. • School to leave coaches with Safeguarding forms and mobile number of DSL/ADSL on call • All coaches have enhanced DBS certificates • Coaches to carry a mobile phone which should not be used other than in an emergency & should not be used for photos of children 	LA/DB Coaches
Children leaving the school unauthorised		<ul style="list-style-type: none"> • In the event that a child leaves or tries to leave the school site or the meadow, Coaches to use walkie talkies to alert school immediately. School to contact police and parent. 	Coaches & PE Lead
Inclement weather		<ul style="list-style-type: none"> • Sporting Trust to cancel session if necessary. Decision to be made by 1.30pm on the day of the club. The school is responsible for advising the parents/carers. 	LA/DB Coaches
Fire		<ul style="list-style-type: none"> • Fire plan shared with coaches. • Exits available from school buildings and mustering point on meadow 	LA
Coach-school communications during club activities		<ul style="list-style-type: none"> • Class teachers NK and LP to hand walkie talkies to coaches before sessions begin. PE lead to have base walkie talkie in case of emergency 	NK/LP & Coaches & PE Lead



Yellow – School Perimeter
 Pink – Club Zone Playground
 Orange – Club Zone Meadow
 Green C – School Gate 4,
 KS2 collection point
 Blue C – School Gate 3,
 KS1 collection point



Verified by



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Educating, instilling confidence and developing life skills using football
 Achieving health and wellbeing through football
 Affording equal opportunities and full inclusion in football

APPENDIX 1 - Risk Assessment Ixworth CE Primary School Meadow

(copy of https://docs.google.com/document/d/1g_Rg2b-USvEu1_1xF2Pcl0PW9GLu5kAtxb1_otmWHQ4/edit#heading=h.gjdgxs as of 20th July 2020)

Risk	Those at Risk	Precautions	Responsibility
Weather conditions	Staff and Pupils	<ul style="list-style-type: none"> Pupils and staff to be appropriately dressed for outdoor activity In hot weather, sun hats to be worn and water bottles to be taken onto meadow Staff to conduct ongoing dynamic risk assessment if weather conditions change, for example, rising/dropping temperature, thunderstorms 	Staff
Medical Needs	Pupils	Member of staff to ensure asthma inhalers and Epipens are taken onto the field	Staff
Access to Meadow	Pupils	<ul style="list-style-type: none"> All staff to know both Gate Access Codes. Gate to be unlocked by staff. Pupils to line up in an orderly fashion and walk onto field. NO ACCESS TO MEADOW FOR PUPILS WITHOUT STAFF MEMBER. Gate to be closed once group is on meadow to prevent other pupils leaving the school grounds. Children to take hats and water bottles onto field (if required) to minimise return trips to school building. 	Staff
Supervision levels	Pupils	<p>Breaktimes and Lunchtimes</p> <ul style="list-style-type: none"> At least 2 members of staff on meadow and walkie-talkie. <p>Lessons</p> <ul style="list-style-type: none"> EYFS and KS1 – at least 2 members of staff and walkie-talkie. KS2 at least 1 members of staff and walkie-talkie Additional staff to supervise pupils with behavioural/SEND if required. <p>After school clubs</p> <ul style="list-style-type: none"> Member of staff to carry walkie-talkie. Base walkie-talkie to be carried by member of office team or SLT 	Staff
Definition of playing area	Pupils	<ul style="list-style-type: none"> Pathway alongside school grounds is OUT OF BOUNDS. Playground equipment/fitness equipment (near Village Hall) is OUT OF BOUNDS. <p>Breaktimes and Lunchtimes</p> <ul style="list-style-type: none"> Member of staff to define area of field to be used with cones. <p>Lessons</p> <ul style="list-style-type: none"> Where appropriate, member of staff to define area of field to be used with cones. 	Staff

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Dog Faeces, litter (cans, glass)	Staff and Pupils	<ul style="list-style-type: none"> Staff to conduct 'sweep' of area for dog faeces and litter prior to start of lesson. Bags to be carried to clear up any found and deposited in bin. Pupils reminded to notify staff if they see any during course of lesson. Particular attention to be paid to longer grass close to school boundary fence. 	Staff and Pupils
Injury	Staff and Pupils	<ul style="list-style-type: none"> Basic First Aid Kit (Bum-bag) to be taken onto field. In cases where minor injuries require additional attention (wound cleaning etc), child to be sent to office with class mate. In event of serious injury, first aid/emergency services to be summoned by additional adult or walkie- talkie. Rest of class to return to school grounds. 	Staff
Pupil Behaviour	Pupils	<ul style="list-style-type: none"> Staff to be reinforce behaviour expectations to all pupils at the start of each lesson. Non-participants to take be reminded what is expected of them ('coaching', officiating, watching). 	Staff and Pupils
Pupils running off	Pupils	<ul style="list-style-type: none"> Staff to be aware of pupils at high risk of running off/not following instructions. Staff to reinforce behaviour expectations with class at the start of every lesson. In the event of a pupil running off 1 member of staff should remain on the meadow and attempt to keep the pupil in line of sight but they SHOULD NOT CHASE the pupil as this may result in pupil running further. Use walkie-talkie to alert HT/Member of SLT who will call the Police on 999 and send all other pupils back onto the school grounds. Member of staff to telephone parents from school site after contacting police 	Staff
Members of Public using the Meadow	Staff and Pupils	<ul style="list-style-type: none"> Staff to remind pupils that they should not interact/speak to members of the public when on the meadow. Pupils remind to report any interaction from members of public to staff immediately. If the member of staff feels that the pupils are at risk the class should be returned to school grounds. 	Staff and Pupils
Dogs	Staff and Pupils	<ul style="list-style-type: none"> Pupils to be reminded to NOT approach dogs on the playing field. Pupils to be reminded to stand still if a dog approaches (no running or screaming). In the event of a dog knocking a pupil to the ground the pupil should roll in a ball (like a hedgehog), covering face and head with their arms until a member of staff comes to help. (refer to Dogs Trust " Be Dog Smart" advice) Staff to politely request that any dog owners move away from area being used for lesson/to put dog on lead. 	Staff and Pupils

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Toilet and water breaks	Pupils	<ul style="list-style-type: none"> • Pupils to be reminded to use toilets and refill water bottle BEFORE the lesson • If a KS2 pupil requires the toilet during the lesson they should return to the school grounds as quickly as possible. • In the case of a KS1 pupil, support staff should stand at gate and observe pupil returning to classroom. • Early years children to re-enter school ground via second gate, supervised by member of staff who has direct line of sight to Reception door. • Classroom doors/cloakrooms to be left open to facilitate this process 	Staff and pupils

WALKIE-TALKIE TO BE COLLECTED FROM OFFICE PRIOR TO START OF LESSON AND RETURNED AFTERWARDS TO CHARGING CRADLE.