

*Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)*

**Risk Assessment: Wrap Around care**

**Who can be harmed? Staff and children attending WAC**

**Completed by: Natasha Simpson/Anna Corless and Yasmin Johnson**

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**Review date: ongoing**

**Circulated to: All WAC staff**

**Date shared with staff: 28th February 2022**

**See WAC Policies and Operations Manual**

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List all the Hazards relating to the task	Can the hazard be avoided? Control Measures	Can a safer system of work be created? Can the hazard be isolated? <i>By training for</i> a) Managers, supervisors. b) Staff, volunteers, pupils. <b>Can the risk be controlled by wearing personal protective equipment?</b> <i>Can the risk be reduced by physical or mechanical means? (i.e. changing environmental factors?)</i> <i>By improving knowledge and understanding, for example a code of practice, a set of rules.</i>	How should the risks be regularly reviewed and monitored?
Beginning of day routines - drop off and entrances	Register taken as children arrive. Doorbell fitted. Single entry point for children. Parent/Carers do not enter the building.		
End of day procedures	Register taken as children leave Doorbell fitted. Single entry point for children. Parent/Carers do not enter the building.		
Children or young people using cloakroom facilities - toilet	EY children are supervised. Older children use the facilities independently. Access to male and female toilet. Staff toilet separate.		
Lining-up to go to class/end of day	KSI children are taken to their classes in the morning. Staff bring KSI children to the WAC at the end of the day.		
Administering medicines policy.	See school policy.		
Accident and injuries	First Aid procedures followed. Staff trained. First Aid records kept in facility.		

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Behaviour	Behaviour Policy CPOMS access for all staff. Activities planned in for each session. Manager to contact parents where a child's behaviour becomes unmanageable. See WAC Policy.		
Maintaining regular levels of hygiene	Children wash hands before eating snacks and main meal. Kitchen/food prep and food eating area- see Operations Manual.		
Food allergies	All information stored on the Booking system accessed by staff. Children's names are visible in the kitchen to alert staff to allergies.		
Fire drill	Follow the fire procedure-. Assembly point: pedestrian walk way. Go out off the WAC door through the pedestrian gate and then line up in the walk way by the signage.		
Food	See operations Manual		
Health and Safety	All staff trained using West Sussex materials		
Areas used in the school	All areas are checked and maintenance ongoing by Premises Manager.		
Broken equipment	Reported to the manager and replaced		
Hazards in the kitchen	Children are not allowed in the kitchen.		