

Gilbert's Gang

Lone Working Risk Assessment

It is good practice that pods should have two members of staff at all times. However, due to staff working hours and training courses, this cannot always be followed. This risk assessment has been written during the COVID-19 pandemic following government guidelines that children need to be in pods of 15 or less.

Risk assessment conducted by: Club Manager Adele Pinto	Date of risk assessment: September 2020
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Risk situations	What is the hazard?	What risk does this hazard pose and to whom?	Risk level (H/M/L)	What precautions are in place to reduce the risk?	Risk level achieved (H/M/L)	Any further action required
Intimate care required	Possibility of allegations of abuse Other children left unsupervised	Staff member alone and unable to help child Child in distress	M	Staff member will contact manager who will arrange cover for pod and an extra staff member to help supervise child with toileting Other pods informed so know not to send any child to the toilets	L	Parent will be notified on collection and the incident will be recorded
Child needs medical attention	Staff not Paediatric first aid trained Showing symptoms of covid-19	Unsure what to do and procedure to follow	H	There will always be at least two trained members of staff present. Staff member will contact manager and deputies for support. Gilbert's Gang will follow the same protocols as school	L	SR will inform all pod staff if a they have a child with medical needs Gilbert's Gang staff will have had training on this
Child has dietary requirements	Staff member not aware	Unaware of dietary needs Child becoming unwell	M	CD aware of dietary needs when ordering online food. Manager to organise food boxes for all pod zones. Staff member will be informed of dietary needs of children in the pod	L	SR will update the dietary requirements and inform all staff
Playworker needs medical attention	Staff member could remove themselves from the pod	Children left unsupervised	M	The staff member must inform the manager or Deputies in her absence so cover for the pod can be organised	L	If feeling unwell before attending work staff member must stay at home
Emergency evacuation required	Children in different areas of the school	Staff and children unaware of the	M	Staff will follow the fire drill procedure by blowing the whistle, escorting children to their	L	Whistles for each member of staff

		procedure and where to go		designated out door zone and calling the register		Manager/Deputies to confirm all pods safe
Child goes missing	Child hasn't arrived for registration	Unknown if parent/carer has collected Parent may have sent an email or text message that hasn't been picked up	H	Teachers will have copies of all registers. Teacher will call out children's names and tell them to go to shared areas. Gilbert's Gang staff will be there waiting to register. If a child hasn't arrived, speak with class teacher or school office to see if they haven't attended school that day or gone home ill	L	Manager will have the club mobile at all times and inform pods if a child is not going to be attending. Contact manager if a phone call home is required
Collection by unknown person	Staff member doesn't know the adult collecting	Parent hasn't informed the club of this	M	Staff member will take the adults name and ask them to wait outside the building. The manager will be informed of the situation and contact the child's parent/carer	L	All children's contact details will be in the cupboard in the mobile pod
Ofsted arrive for inspection	Procedures have changed since the last inspection, due to Covid-19	Manager not able to leave the mobile pod to complete a joint observation or talk through the different procedures	L	This is not due to happen so not expecting a visit. A phone call would take place the day before if this was to happen. The new procedures would be explained to Ofsted during this phone call.	L	SR would talk with the inspector about the EYFS and show any relevant documentation
Child requires medication administering	Staff not Paediatric first aid trained Parent informs staff member their child needs to have medicine prescribed from the doctor	Unsure what to do and procedure to follow	L	Child should have an inhaler with them at all times. Inhalers are kept in the medical box in the child's classroom. Please ask them to bring it with them as they will not be able to go back into the classroom once dismissed. Due to the children being in pods, Gilbert's Gang will not be able to administer/supervise this. Inform the manager if this happens	L	SR to record all children who are asthmatic and inform staff Manager will contact the parent/carer and explain the situation

*High / Medium / Low