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| RISK ASSESSMENT **Insert school name** | **Breakfast and After School club**  Describe location for example school hall or dedicated room | | Insert school logo (optional) |
| **Assessment completed by:** | **Date Completed:** |  |
| **PRINT NAME:** | **Next Review Date Due:** |  |

| **Hazard / Risk** | **Who is at Risk?** | **How can the hazards cause harm?** | **Normal Control Measures** | **Are Normal Control Measures** *Y/N/NA* | |
| --- | --- | --- | --- | --- | --- |
| **In Place** | **Adequate** |
| Lack of Management of Breakfast and After school club | Staff working, pupils attending | Personal injury  Overcrowding | * School is under the main school health and safety policy but also has its own health and safety procedures and checklists. * All staff working in club have enhanced DBS * Dedicated classroom secure entrance. * External phone line to use * Late collection/No show procedure in place * Registration information collated * Member of SLT to be on site until club closes * Spaces are limited to (insert number) * Booking for breakfast/afterschool club required in advance * Fire evacuation (register) completed for those attending each session * Daily breakfast/afterschool club checklist completed for each session |  |  |
| Unsafe electrical equipment | Staff working, pupils attending | Electrical shock | * All electrical items in area are PAT tested * Staff do not use extension leads |  |  |
| Poor pupil Behaviour | Staff working, pupils attending | Personal injury | * Follow School Managing Behaviour policy * Staff have access to CPOMS and will input information |  |  |
| Fire  (unaware of fire procedures) | Staff working, pupils attending | Injury | * Smoking is prohibited within any part of the school buildings and grounds. * Staff are inducted into the school’s fire evacuation procedures. * Staff responsible for guiding pupils out in an evacuation. * All children are registered for each session and parent has to sign them out. * Pre-school Coordinator to have access to PEEPS. * Fire assembly point on the playground. |  |  |
| Slip/trip and falls hazards | Staff working, pupils attending | Personal injury | * Daily set up checks completed to identify any hazards including electrical and slips/trips * Staff supervise pupils that play inside or outside and monitor for hazards |  |  |
| Unauthorised persons | Staff working, pupils attending | Theft  Trespassers  abduction | * Staff to contact member of SLT if they are suspicious of anybody on site. * Years 5 and 6 come across internally and wait by entrance. * Afterschool co-ordinator goes round and collects pupils from classrooms (reception to year 4) * School trip – normal after school procedures followed. * Pupils are only handed over to known family members picking up that child * All pupils are registered and have to be signed out of club. * Site secure when breakfast and afterschool club is in operation. * Parents to buzz in at gate and use designated entrance. * Codeword used on pick up if not main parent or carer collecting |  |  |
| Security and safeguarding | Staff working, pupils attending | Theft  Trespassers | * Coordinator for after school and breakfast club in place * Site Agent opens and closes site. * Club has access to phone next door. * Always member of SLT on site for duration of club. |  |  |
| Safe play  Games and activities  (Puzzles, ball games etc.) | Staff working, pupils attending | Injury | * Staff monitor behaviour following schools behaviour policy * When playing on playground or field a member of staff to go outside as well. |  |  |
| First aid and managing medication | Pupils/staff | Injury | * Access to medication in main school * First aid kit available * Pediatric first aider on duty when club is operational * Access to medication and medical records. * Staff aware of pupils will allergens |  |  |
| Unhygienic practices preparing snacks  Unaware of children with allergens | Pupil | Food poisoning | * Staff have level 2 food hygiene training * Staff aware of pupils will allergens * Foods prepared for snacks are designed with pupils in mind with allergens * Antibacterial spray used by staff to clean down tables prior to snack * Spray bottle is stored at high level to prevent pupil access |  |  |
| Inadequate welfare facilities | Pupils | Injury | * Toilets are suitably positioned for easy access * If not close by pupils are supervised when going to the toilets * Toilet door entrances fitted with finger guards |  |  |

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| **Additional Control Measures**  *(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).* | **Action by Whom**  *(list the name of the person/people who have been designated to conduct actions)* | **Action by When**  *(set timescales for the completion of the actions – remember to prioritise them)* | **Action Completed**  *(record the actual date of completion for each action listed)* | **Residual Risk Rating** |
|  |  |  |  |  |
| **Reviewed by:**  **Signature:** | **COMMENTS:**  *Record any comments reviewer wishes to make. Including recommendations for future reviews.* | | | |
| **PRINT NAME:** |