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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 injuryOvercrowding | * 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
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| Unsafe electrical equipment | Staff working, pupils attending | Electrical shock | * All electrical items in area are PAT tested
* Staff do not use extension leads
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| Poor pupil Behaviour | Staff working, pupils attending | Personal injury | * Follow School Managing Behaviour policy
* Staff have access to CPOMS and will input information
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| 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.
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| 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
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| Unauthorised persons | Staff working, pupils attending | TheftTrespassersabduction | * 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
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| Security and safeguarding  | Staff working, pupils attending | TheftTrespassers | * 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.
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| 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.
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| 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
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| Unhygienic practices preparing snacksUnaware 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
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| 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** |
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| **Reviewed by:****Signature:** | **COMMENTS:***Record any comments reviewer wishes to make. Including recommendations for future reviews.* |
| **PRINT NAME:** |