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| RISK ASSESSMENT Insert School Name | Activity/Area: Breaks and lunchtime supervision | | 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** |
| The provision of supervision does not meet needs of school | Pupils, Lunchtime supervisors | Personal injury | * School has sufficient number of midday supervisors * Lunchtime supervisors receive one day Emergency first aid training * If there is an accident staff communicate via pupils * Lunchtime supervisors wear florescent jackets (can be easily identifiable on the field and playground) |  |  |
| Pupil injury | Pupils, Play-workers | Personal injury | * Sufficient information, instruction and training provided to employee. * Sufficient staff supervision levels at all other breaks and before and after school * Walkways, paving and playground surfaces maintained to prevent tripping hazards. * Ensure dining room/playground area are arranged to prevent knocking/tripping incidents. * Ensure indoor/outdoor furniture maintained in respect of loose nails, splinters, sharp edges etc., to prevent scratches/cuts. * No hardballs in playground. * Schools rules - no running in corridors * Pupils not permitted in corridors without a pass |  |  |
| Pupils with special needs | Pupils, Play-workers | Personal injury | * All lunchtime supervisors in dining hall have received Epi pen training within last 2 years * Staff aware of children with other medical conditions and control measures in place |  |  |
| Assault in playground | Pupils, Play-workers | Personal injury | * School has a behaviour management plan in place * Sufficient staff supervision of all areas to monitor behaviour * Lunchtime supervisors to report serious incidents issues of behaviour to a member of SLT |  |  |
| Raised/uneven playground surface/paving | Pupils, Play-workers | Personal injury | * Site maintained and checked weekly for any defects. * Paving slabs in good condition. |  |  |
| Blind spots and split playgrounds and classrooms | Pupils, Play-workers | Personal injury | * Playing fields only used at lunchtimes during summer months unless a sporting activity * Pupils to keep away from border fences for their own safety |  |  |
| Security | Pupils, Play-workers | Personal injury | * Controls in place for recording parental security risks * Staff lock away valuables during breaks * Pupils not staying in school for lunch must sign in/out via main reception * End of lunch all pupils are lined up in classes to await form teacher and register taken and pupil’s absences tracked. |  |  |
| Climatic Controls | Pupils, Play-workers | Personal injury | * Wet play is called by member of SLT and arrangements implemented * Wet play procedures in place * Play-workers patrol designated areas * Pupils follow Wet play rules – No eating and drinking in classrooms, no running, no use of equipment without permission. * Canopy provided to provide shade; school follows sun safety guidelines. |  |  |
| Pests |  | Personal injury | * School is secure to prevent dog walkers etc and prevent risk of animal faeces on playing fields * Outside little bins are emptied everyday by Site agent * Pest control contract in place |  |  |

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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:** |

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| **RESIDUAL RISK RATING** | **ACTION REQUIRED** |
| **VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring** | **The activity must not take place at all.**  You must identify further controls to reduce the risk rating. |
| **HIGH (H) Possibility of fatality/serious injury occurring** | You must identify further controls to reduce the risk rating.  Seek further advice, e.g. from your H&S Consultant |
| **MEDIUM (M) Possibility of significant injury or over 7 day absence occurring** | If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely. |
| **LOW (L) Possibility of minor injury only** | No further action required. |

There are no supervisor ratio's for break-times. The number of supervisors is a matter for internal management to determine based on risk assessment.

Below are some suggestions of things that you may need to consider when carrying out your risk assessment such as:

1. **What are the pupils like?**

what age are they?

do they have behaviour problems?

do any have disabilities?

are there any parental access issues with any particular children?

1. **How is the playground laid out?**

are there blind spots?

are there any areas where security could be an issue?

are there split play areas?

1. **Activities**

Is there any play equipment?

Are there other games played that could affect the supervision required?