|  |  |  |
| --- | --- | --- |
| RISK ASSESSMENTInsert 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
 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:** |

|  |  |
| --- | --- |
| **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?