

# St Nicholas at Wade CEP School Risk Assessment for Breakfast Club



<b>Activity: Morning Club with Healthy Breakfast</b>				
<b>HAZARDS (including inadequate / lack of arrangements)</b>	<b>EXISTING CONTROL MEASURES</b>	<b>In Place</b>	<b>Any actions and ongoing assessment</b>	<b>Residual Risk Rateing Low, medium, high</b>
Parental consent	Have parents provided formal consent for their child to attend the club?	Yes		Low
	Are parents' up to date contact details known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems)?	Yes	Contact details reviewed termly by Hannah Howard	Low
Security	Is the means of access to the club area security access controlled, including visual control over visitors?	Yes		low
	Is a communication link / phone available in the area used by the club?	Yes	Phone in Deputy Head's office.	low

	Is a register kept daily of pupils attending the club?	Yes		low
	Are arrangements in place for the safety of pupils being 'dropped off'?	Yes	Children to be dropped off at 7:45 Children may be dropped off no early than 7:40 am (when the office staff are on site). This is in exceptional circumstances and at the discretion of the Headteacher	Low
Selection of rooms used by morning club,	Are rooms suitable in respect to size, layout, occupancy, proximity to welfare facilities etc.	Yes	First aid equipment set up and in place	Low
Supervision	Are supervision ratios appropriate (taking into account staff absenteeism / holidays / sickness)?	Yes		Low
	Have supervising staff been DBS checked?	Yes		Low
Information relating to pupils	Are suitable arrangements in place for club staff to receive adequate information from parents / school relating to the pupils attending the club, i.e.	Yes		low

	pupil medical, dietary, behavioural or other special needs, i.e. allergies?			
Use of school's own equipment	Has prior agreement been established as to what school equipment may / may not be used by the club?	Yes	Budget has been set aside for staff to purchase equipment specifically for use for the Morning Club ( PTFA Have funded games and Set up)	Low
	Are all club staff familiar with the fire evacuation procedures for the premises, i.e. sound of the alarm, location of exit doors, location of fire assembly point, responsibility for contacting the emergency services, etc.	Yes	Morning Club staff are employed by the school and work on site during the day. They take part in fire drills at least once every term	Low
First Aid / Administration of Medication	Are there adequate numbers of club staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc)?	Yes	Expiry Date LB: May 2024 JW: May 2024 LC: May 2024 LJ: June 2025	Low
	Is refresher training provided every 3 years?	Yes		Low
	Are there sufficient numbers of first aid kits available?	Yes		Low

	Is there a policy for the administration of medication? Are club staff familiar with the policy?	Yes		Low
	Is parental consent obtained prior to medication being administered to pupils?	Yes	Forms are completed via the Office.	Low
Electrical Safety	Are arrangements in place for portable electrical appliances to be PAT tested on a periodic basis, typically annually?	Yes	Caretaker	Low
	Are there sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical?	Yes		Low
	Are staff aware to visually inspect portable electrical items for evidence of cable damage / crushing, plug damage, etc.	Yes		Low
Inspections	Are arrangements in place for the rooms used by the club to be inspected prior to use?	Yes	Cleaning and tidying is completed every evening, ready for the morning. The room is set up each morning to accommodate the serving of breakfast and inspected for use.	Low

	Is there a formal system for reporting health and safety defects?	Yes	All reported concerns are recorded in the book for the caretaker.	Low
Welfare Facilities	Are adequate toilets available?	Yes	KS2 Block	Low
Food Safety	Have all staff responsible for preparing or handling food had appropriate food safety and hygiene training?	Yes		
	Are foods known to cause allergies to children avoided?	Yes	Nut free school. Milk Alternatives provided and kept separately to dairy products.	Low
	Are foods eaten within use by dates?	Yes	All food is labeled with stickers as opened and kept as advised by product description	Low
Assessed by: Taralee Kennedy		Signed: 		Date: 07.02.23