



# Our Lady and St Joseph Primary School

## Breakfast Club Risk Assessment

Operations/Work Activities covered by this assessment:	<b>OUR LADY AND ST JOSEPH BREAKFAST CLUB</b>		
Site Address/Location:	Buckingham Road Hackney London N1JB	Team:	Head. Senior Leadership Team SLT. School Business Manager. SBM Breakfast Club Staff. BCS Premises Manager PM
<b>Note:</b> A person specific assessment must be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Policy</b>	Pupils attending breakfast club same groups in all categories below and staff.	The arrangements for the breakfast club contained in the schools' health and safety policy.  Arrangements have been communicated to all relevant staff.  The club is being 'run' by existing staff who have the necessary checks completed and on file(i.e. DBS, insurance etc).			L	All in place.	Head SBM		September 21 <sup>st</sup> 2020			L

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<b>Parental Consent</b>		<p>Parents are provided formal written consent for their child to attend the breakfast club.</p> <p>The up to date contact details of parents are known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems).</p>			L	Contacts to be maintained	SBM TF SD		September 21 <sup>st</sup> 2020			L
<b>Security</b>		<p>The means of access to the breakfast club area is security access controlled, including visual control over visitors.</p> <p>Access is restricted to unauthorised areas of the school premises.</p> <p>The area used by the breakfast club is adequately segregated from the areas being used by cleaners / staff in school.</p> <p>A phone is available in the main office area and may be used by the breakfast club.</p> <p>Arrangements are in place for the safety of pupils being 'dropped off' at the breakfast club and between the club finishing and school starting.</p>			L		Head PM		September 21 <sup>st</sup> 2020			L
<b>Selection of rooms for breakfast club use</b>		<p>Rooms used by the breakfast club are suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc.</p> <p>Access is restricted to hazardous equipment / substances.</p>			L		Head		September 21 <sup>st</sup> 2020			L

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<b>Supervision</b>		Supervision levels / ratios are appropriate (taking into account staff absenteeism / holidays / sickness).  Supervising staff have been DBS checked.			L		Head SBM		September 21 <sup>st</sup> 2020			L
<b>Information relating to pupils</b>		Suitable arrangements are in place for breakfast club staff to receive adequate information from parents / school relating to the pupils attending the club, i.e. pupil medical, dietary, behavioural or other specific needs, i.e. allergies.			L		Head SBM		September 21 <sup>st</sup> 2020			L
<b>Use of schools own equipment</b>		A prior formal agreement has been established as to what school equipment may / may not be used by the breakfast club.  Breakfast club staff have received training / instruction / information, as appropriate, in relation to the use of school equipment.			L		Head SBM SLT		September 21 <sup>st</sup> 2020			L

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<b>Fire / emergency procedures</b>		<p>The existing school fire risk assessment has been reviewed in respect to the breakfast club arrangements.</p> <p>All breakfast club staff are 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.</p> <p>Fire drills are conducted with staff and pupils attending the breakfast club.</p>			L		Head PM		September 21 <sup>st</sup> 2020			L

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First aid / administration of medication		<p>Refresher training is provided.</p> <p>Sufficient numbers of first aid kits are available.</p> <p>All breakfast club staff are familiar with the Accident Reporting procedures.</p> <p>There is a policy for the administration of medication and breakfast club staff are familiar with the policy.</p> <p>Parental consent is obtained prior to medication being administered to pupils.</p> <p>Staff who administer medicines have received appropriate training.</p> <p>There is a robust system for recording, and reporting to parents, all medication administered.</p>			L		TF JE		September 21 <sup>st</sup> 2020			L

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<b>Electrical Safety</b>		<p>Arrangements are in place for portable electrical appliances to be PAT tested on a periodic basis (Annually).</p> <p>There are sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical.</p> <p>Staff are aware to visually inspect portable electrical items for evidence of cable damage / crushing, plug damage, etc.</p>			L		Head PM SBM		September 21 <sup>st</sup> 2020			L
<b>Violence</b>		<p>There are expected rules / codes of behaviour for pupils attending the breakfast club, to include removing pupils from the programme for unacceptable behaviour.</p> <p>All breakfast club staff are familiar with the school's Violence to Staff reporting forms.</p>			L		Head		September 21 <sup>st</sup> 2020			L
<b>Inspections</b>		<p>Arrangements are in place for the rooms used by the breakfast club to be inspected prior to use.</p> <p>There is a formal system for reporting health and safety defects to the school.</p>			L		Head SBM PM		September 21 <sup>st</sup> 2020			L

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<b>Welfare facilities</b>		<p>Adequate toilet facilities are available for pupils attending the breakfast club.</p> <p>The welfare facilities can be adequately supervised.</p> <p>Hand washing facilities are available in the toilet facilities and food preparation area.</p>			L		Head PM		September 21 <sup>st</sup> 2020			L
<b>Cancellation of club</b>		Procedures are in place in case of cancellation.			L		SBM AO		September 21 <sup>st</sup> 2020			L

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<b>Food safety</b>		<p>Staff responsible for preparing or handling foods have appropriate food safety knowledge / food hygiene training:</p> <p><i>Lower risk foods (i.e. toast, cereals) – basic / essential food safety principles to be followed;</i></p> <p>The breakfast club have permission to use the main school kitchen, this has been agreed formally, identifying which equipment may / may not be used, arrangements for cleaning etc.</p> <p>There are suitable arrangements for the storage of breakfast club food, including chilled / perishable foods.</p> <p>There are suitable storage arrangements for snacks / packed lunches brought from home for consumption during the school day.</p> <p>Foods known to cause allergies to pupils are avoided.</p>					Head SBM						
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							Review Date ( <i>Step 5</i> ) : Half-term October.						
Assessors Signature: <i>Sean Flood</i>			Date: 19 -09-2020			Authorised By: Sean Flood			Date: 19-09-2020				

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
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Approved: September 2020



	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
		Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)
		Likelihood of Harm Occurring		

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category <b>must</b> have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.