

HAZARD	RISKS ASSOCIATED WITH HAZARD	POTENTIAL TO CAUSE HARM	CONTROLS ALREADY IN PLACE & ACTIONS REQUIRED BY SCHOOL	REVISED RISK POTENTIAL
The kitchen and the equipment in it.	Injuries caused by sharp knives or hot equipment such as the toaster and the microwave.	Medium	No children allowed into the kitchen except on rare occasions when they are fully supervised by staff or to fetch the first aid kit. Children are not allowed to touch any hot equipment or permitted to handle sharp knives (as opposed to ordinary cutlery). Staff understand the hazards of the kitchen and know what appropriate action to take to ensure their own safety and that of any children who happen to be helping to clear away etc. Children may be provided with hot drinks (ie. Tea or hot chocolate) only if cooled <b>sufficiently</b> (eg. WARM) before handing over by staff.	LOW
Poor hygiene.	Illnesses associated with poor hygiene.	Medium.	All four members of BC/ ASC staff have undertaken Food Hygiene training and been awarded their certificates. Staff follow all recommended procedures from this training course.	LOW
Food allergies.	Children presenting reactions to food.	Medium	School to petition parents and carers for information about food allergies before joining the club. Club to provide and ensure enough alternative food choices for those pupils with food allergies. Club to double check with parents and carers of pupils with allergies that what they are providing is safe and appropriate for those children. All staff undertaken Food allergy training online with certificates provided. Epipen training provided for a minimum of 2 members of staff per club (ideally manager & one other). All staff to be aware of those children with allergies and those with epi-pens or other allergy medication, and know where this medication is stored. These staff to administer medication / Epipen to children in line with the signs of allergic reaction for that child.	LOW
Fire and other emergencies.	Injuries associated with smoke and fire.	Low	Staff fully briefed in emergency procedures and know how to evacuate the building, make it safe by closing doors and windows if possible, accounting for pupils and adults and assembling on playground. See school fire and emergency procedures and Critical Incident Procedures. Fire drill to be carried out once per half-term in both the hall & classroom.	LOW
Furniture.	Children injured by movement of tables and chairs as they are put away or put out.	Medium	Tables and chairs put out before children arrive and before they have left the premises. Furniture put away by staff only. Regular safety checks to be undertaken by all staff and any faults reported the same day.	LOW
Children not responding to instructions	Children endangering themselves and exposing others to all manner of hazards.	High	Children to be reminded about importance of listening and responding to instructions and the consequences of not listening or responding. SEN children to be closely supervised by confident adult. Staff ratios to be at a level to maintain safety and good order, generally agreed to be 1:10, as assessed by BC / ASC Manager.	LOW
Children suffering minor injuries or minor illnesses	Unhappy and upset children who may be in some discomfort.	Low	Staff to administer basic first aid where necessary, notify parents & complete records and follow known procedures for self-protection too.	LOW

during Breakfast and After School Club.			Children who are ill to be sent home. Staff to follow school procedures for clearing up after body fluid spillages. Staff to reassure pupils who are ill or injured and provide a change of clothing (if possible) where necessary.	
Children in need of medication	Over-dose of prescribed medication	Low	Any child who needs their inhaler or prescribed medication needs to have this administered by a member of staff and overseen by a 2 <sup>nd</sup> member of staff. Relevant records to be completed (initially by parent) and staff to inform parent.	LOW
Traffic on journey back to The Avenue (ASC only)	Children or adults injured by traffic.	Medium	PJS staff will supervise pupils to ASC (risk to be managed by PJS allocated staff)	LOW
Activities undertaken, especially in the playground	Potential injury or getting wet	Medium	Children to be closely supervised by confident adult. Staff ratios to be adhered to. Parents to be informed of activities where child could get wet (in warmer weather) & permission gained for the child's participation. Staff to administer basic first aid if necessary. Regular safety checks to be undertaken by all staff and any faults reported the same day.	LOW
Missing children	Child missing from setting	Low	Outer security gate will be closed at all times during ASC session. Parents will gain entry by calling the ASC mobile number for admittance unless member of staff in playground. The outer gates will be open during the entry window for Breakfast club (7.45 – 8.15am) therefore a member of staff will always be supervising the door whenever open/unlocked. All staff will be informed that a child is missing. Staff will conduct thorough search of premises. After 10 minutes, police will be informed then Manager will contact parents. Search will continue whilst maintaining usual routine for rest of the children at the Club. Manager will liaise with police and parents. The incident will be logged in the Incident Log and will result in review will be conducted to identify and implement changes necessary.	LOW
Gates, locks and hinges	Trapping hazard or physical injury	Medium	Gates, locks and hinges checked daily by caretaker each morning. BC / ASC staff to check prior to each session. Children will be supervised and encouraged to stay away from the gate.	LOW
Poor condition of tarmac	Tripping hazard	Low	Surfaces checked and cleared daily. Any issues reported to office.	LOW
Poor maintenance of outdoor equipment	Physical injury	Low	Checked on daily basis and maintenance issues reported to office.	LOW
Water containers and water play equipment	Hygiene Physical injury	Medium	Water in containers to be changed daily and containers checked for sharp/foreign objects before use. Children will be supervised at all times outside and reminded frequently of the need for safety and need for hygiene procedures after and during use.	LOW

Original assessment carried out by	Assessment updated by	Date
Helen Morrall – headteacher	H.Morrall	28.9.20

Signed: ..... head teacher Date: .....

.....H&S governor Date: .....