

|  |  |  |
| --- | --- | --- |
|  | **Breakfast Club Risk Assessment (H&S Update – August 2017)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Operations/Work Activities covered by this assessment: | **BREAKFAST CLUB** | | |
| Site Address/Location: |  | Department/Service/Team: |  |
| **Note:** A person specific assessment must be carried out for young persons, pregnant women and nursing mothers | | | |

| Hazards  Considered  *Step 1 (Clause 3.1)* | Who might be  harmed and how  *Step 2*  *(Clause 3.2)* | Existing Control Measures:  *Step 3*  *(Clause 3.3)* | | Risk Rating | | | | Further action *Step 3*  *Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)* | Actions Step 4 (Clause 3.4) | | | | Risk Rating | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Likelihood | Severity | Risk Rating | | who | when | | complete | Likelihood | | Severity | Risk Rating | |
| *(Name)* | *(Date)* | | *(Date)* |
| **Parental Consent** |  | Parents are provided formal consent for their child to attend the breakfast club.  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). | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Security** |  | The area used by the breakfast club is adequately segregated from the areas being used by cleaners / staff in school.  A communication link / phone is available in the area used by the breakfast club.  Arrangements are in place for the safety of pupils being ‘dropped off’ at the breakfast club and between the club finishing and school starting. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Supervision** |  | Supervision levels / ratios are appropriate (taking into account staff absenteeism / holidays / sickness).  Supervising staff have been DBS checked. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Information relating to pupils** | Staff, pupils and visitors may receive ill-health as a result of contact with food stuffs. | 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. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Use of schools own equipment** | Staff, pupils and visitors may receive ill-health as a result of contact with contaminated equipment. | 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. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Fire / emergency procedures** | Staff, pupils, visitors and members of the public may receive burns, scalds and ill-health effects from smoke inhalation if there are no provisions to fight a fire. | The existing school fire risk assessment been has been reviewed in respect to the breakfast club arrangements.  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.  Fire drills are conducted with staff and pupils attending the breakfast club. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **First aid / administration of medication** |  | Sufficient numbers of first aid kits are available.  All breakfast club staff are familiar with Accident Reporting procedures.  Parental consent is obtained prior to medication being administered to pupils.  Staff who administer medicines have received appropriate training. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Electrical Safety** |  | Arrangements are in place for portable electrical appliances to be PAT tested on a periodic basis (Annually).  Staff are aware to visually inspect portable electrical items for evidence of cable damage / crushing, plug damage, etc. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Welfare facilities** |  | Adequate toilet facilities are available for pupils attending the breakfast club, and these can be supervised easily.  Hand washing facilities are available in the toilet facilities and food preparation area. | |  |  |  | |  |  |  | |  |  |  | | |  |
| **Food safety** | Staff, pupils and visitors may experience ill-health as a result of contact with contaminated equipment/surfaces or the ingestion of improperly prepared food. | Staff responsible for preparing or handling foods have appropriate food safety knowledge / food hygiene training:  The breakfast club have permission to use the main school kitchen, this been agreed formally, identifying which equipment may / may not be used, arrangements for cleaning etc.  There are suitable arrangements for the storage of breakfast club food, including chilled / perishable foods.  There are suitable storage arrangements for snacks / packed lunches brought from home for consumption during the school day.  Foods known to cause allergies to pupils are avoided. | |  |  |  | |  |  |  | |  |  |  | | |  |
| 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 (*Step 5*) : | | | | | | | | |
| Assessors Signature: | | | Date: | | | | Authorised By: | | | | Date: | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Potential Severity of Harm** | High **(e.g. death or paralysis, long term serious ill health)** | Medium | High | High |
| 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 **must** 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. |