

The Grange Primary School		
Activity: <i>Breakfast Club</i>		Site: <i>The School Hall</i>
People at Risk: <i>Staff, children, visitors</i>		Additional Information: <i>See Safeguarding Policy, Behaviour Policy, Supporting Children with Medical Needs Policy, COSHH risk assessments/safety data sheets.</i>
Name of Person Completing Form: <i>Faye Baker</i> Date: <i>05/09/16</i>		Job Title: <i>Pastoral Manager</i> Review Date: <i>05/09/17</i>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<i>Inadequate drop off arrangements.</i>	<i>Staff do not see a child coming into breakfast club.</i>	<i>H</i>	<i>Children are under parental supervision until they are directly handed over to staff. Parents drop off children from 8am. Children will not be received earlier. A register is completed every morning.</i>	<i>L</i>	
<i>Inappropriate venue</i>	<i>Accidents due to overcrowding or ill thought out room set up.</i>	<i>M</i>	<i>The hall used for the club is suitable in respect to size, layout, occupancy and proximity to welfare facilities.</i>	<i>L</i>	
<i>Poor building security</i>	<i>Children absconding. Unauthorised access to site.</i>	<i>H</i>	<i>Access to the school building/club area is via a secure door entry system. The reception area to the school is manned from 8am.</i>	<i>L</i>	
<i>Emergency arrangements</i>	<i>Delay in evacuation of building.</i>	<i>H</i>	<i>A register of children attending the club is kept. Contact details for parents are available and this information is reviewed every term to ensure it is up to</i>	<i>L</i>	

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	<i>Delay in receiving first aid treatment.</i>	<i>H</i>	<p><i>date.</i></p> <p><i>A protocol is in place to deal with evacuation in an emergency. Details are recorded in the school fire risk assessment. Fire drills are carried out on a termly basis. Fire extinguishers are in place and serviced as part of the school contract.</i></p> <p><i>Appropriately trained first aiders and fire wardens are provided.</i></p>		
<i>Poor housekeeping/ maintenance</i>	<i>Slips, trips, falls. Electric shocks.</i>	<i>M</i>	<p><i>Safety checks are undertaken each morning prior to use to ensure the facilities are good order e.g. no spillages on floor.</i></p> <p><i>Defects are reported to office staff/Caretaker. Items are taken out of use if necessary.</i></p> <p><i>Statutory maintenance checks such as water hygiene, electrical testing etc are undertaken as part of school contract.</i></p>	<i>L</i>	
<i>Safeguarding/ Supervision</i>	<i>Inappropriate behaviour/contact Inadequate staffing levels.</i>	<i>M</i>	<p><i>All staff have been DBS checked. A designated safeguarding lead has been appointed within the school. Staff have received training in safeguarding.</i></p> <p><i>Supervision ratios are adequate, taking into account the age, number and needs of individual pupils..</i></p>	<i>L</i>	
<i>Food preparation</i>	<i>Illness/food poisoning Burns/scalds from equipment.</i>	<i>M</i>	<p><i>All staff involved in handling or preparation of food have undertaken food hygiene training.</i></p> <p><i>Appropriate kitchen facilities are provided, including a fridge, microwave etc. Children are prevented from accessing this area.</i></p>	<i>L</i>	

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			<i>Cloths/paper towels are available to deal with food spillages.</i>		
<i>Medication/ allergies</i>	<i>Failure to administer medication, Allergic reaction due to lack of information.</i>	<i>H</i>	<i>Where possible, medication is given to children by parents out of school hours. The school's medication policy is followed and parental consent forms are provided where medication is required. Training is provided to staff according to individual care plans. Children with allergies are identified and all staff are made aware of this.</i>	<i>L</i>	
<i>Use of chemicals</i>	<i>Contact with harmful chemicals.</i>	<i>H</i>	<i>Cleaning products which are available have current safety data sheets and COSHH risk assessment in place. Relevant personal protective equipment (PPE) is provided. E.g. gloves. All cleaning products are kept in a locked storage area.</i>	<i>L</i>	