

Breakfast and Afterschool Club

Risk Assessment

Name of School: George Spicer Primary Kimberley Gardens

Assessment conducted by: Livia Mangiapane – Deputy Head. Mandy Cassidy – BASC Manager. Karen Ranger – BASC Deputy Manager.		
Date of assessment: 05/03/2021	Review interval:	Date of next review: September 2023

Related documents
Health and Safety Policy, First Aid Policy, Risk Assessment Policy, Behavioural Policy, Child Protection Policy, Supporting Pupils with Medical Conditions Policy, Administering Medication Policy, Recruitment Policy, Individual Healthcare Plan.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	H	M	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Staff suitability and awareness of procedures		<ul style="list-style-type: none"> All staff members working for the BASC undergo the appropriate level of DBS check. Only staff members with an enhanced DBS check engage in regulated activity with children attending the BASC. At least three staff members are trained in first aid. Staff undergo updated first aid training every three years. Where the breakfast club caters for pupils within the early years foundation stage (EYFS), the requirements for qualifications, as stated within the Statutory Framework for the Early Years Foundation Stage 2017, are adhered to at all times. Where children with additional medical needs are attending the breakfast club, at least one staff member is trained to deliver their medication correctly. Where children with special educational needs and disabilities (SEND) are attending the breakfast club, there is at least one staff member suitably trained to respond to their needs. All staff members are provided with copies of relevant school policies prior to commencing work for the breakfast club, including the following: <ul style="list-style-type: none"> Child Protection and Safeguarding Policy Health and Safety Policy First Aid Policy Supporting Pupils with Medical Conditions Policy All staff members are aware of the procedures to follow in the event of an emergency. Staff undergo updated child protection and safeguarding training as required. 	Y	Deputy Head	1/04/23 First Aid only	M

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Parental consent and communication		<ul style="list-style-type: none"> All parents provide formal, written consent prior to their child attending the BASC. All parents provide up-to-date contact details, which are reviewed annually. Only pupils for whom parental consent has been received are permitted to attend the BASC. Parents provide any additional information relating to their child, e.g. dietary needs, allergies, medical conditions, behavioural requirements, SEND. Written records of additional information relating to pupils are held on Scholar Pack. Teachers update BASC staff members of any changes they need to be aware of relating to a pupil's additional needs. Parents are provided with up-to-date contact details in the event of any cancellation or emergency. Parents are provided with details of start and end times, and the procedures to follow for dropping off their child at the breakfast club. Yearly the policy is sent out to the parents. 	Y Y y	Manager / Deputy	As and when	H
Site suitability		<ul style="list-style-type: none"> The BASC is held in the school hall, to ensure staff can supervise all pupils in one area. Where there is time outside or in another room the appropriate number of adults to children ratio is met. The site manager undertakes daily, weekly, termly and annual checks of the school hall to ensure its safety. Pupils have access to school toilets when attending the BASC. The medical room is available at all times. Access to hazardous materials, chemicals and substances is restricted at 	Y	Manager / Deputy		M

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Site suitability		<p>all times – these are stored in locked store rooms which are inaccessible to pupils.</p> <ul style="list-style-type: none"> Equipment not required for the breakfast club is stored in appropriate store rooms inaccessible to pupils. BASC staff receive appropriate training and instruction in relation to the use of school equipment. 				
Security		<ul style="list-style-type: none"> Access to the school is via the main entrance only, using a secure door entry system which is opened from the inside by a member of staff. BASC staff are informed daily of expected visitors by school office staff. Where visitors attend the school, they are required to state their name and reason for attendance using the intercom system. Once BASC staff permit a visitor entry to the school, they are directed to the school office where they are greeted by the appropriate staff member and signed in via Inventory. If a visitor is not permitted entry, they are asked to leave the premises. If a visitor who is not permitted entry refuses to leave the premises, staff members contact the police and notify the headteacher/deputy head immediately. A staff member greets pupils and signs the pupil in using a register, including the time of their arrival. The register is held in the school hall/office for the duration of the BASC. BASC staff have use of mobile phones and the school office telephone in the event of any emergency. Pupils are not permitted to leave the premises during the BASC. External doors are kept locked at all times during the session. Staff members monitor the entrances and exits to the school premises 	Y	Manager / Deputy		H

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Security		throughout the duration of the breakfast club.				
Supervision		<ul style="list-style-type: none"> The ratio of staff to pupils is 1:10 under 8s/ 1:15 over 8s. For pupils within the EYFS, the requirements for staff ratios, as outlined in the Statutory Framework for the Early Years Foundation Stage 2017, are adhered to at all times. Pupils are not permitted to enter any area of the school, other than the school hall and toilets, without permission or supervision from the breakfast club staff. BASC staff ensure pupils are adequately supervised and do not wander to unauthorised areas of the school premises. Headcounts are taken at beginning of session and after outdoor play to ensure all pupils are present. A register is taken at the beginning of breakfast club to make sure all pupils are present. and head counted before going into class. Staff escort pupils to their classrooms once the breakfast club is closed – apply to Reception children only. Two staff members remain in the school hall at all times whilst pupils are being escorted, to ensure that pupils remaining in the school hall are adequately supervised. 	Y	Manager / Deputy		H
Missing children		<ul style="list-style-type: none"> If a pupil cannot be located, all staff members are informed that the pupil is missing. Staff conduct a thorough search of the premises and the surrounding area. At least two staff members remain with other pupils in the school hall 	Y	Manager / Deputy		

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		whilst the search is taking place. <ul style="list-style-type: none"> If the pupil cannot be located after 10 minutes, the police are contacted. A staff member contacts the pupil's parent and headteacher. Staff continue to search for the pupil before the police arrive. Supervision arrangements are reviewed in light of any missing children incidents. 				
Slips, trips and falls		<ul style="list-style-type: none"> The school hall is adequately lit throughout the duration of the BASC. Any obstructions are removed from the school hall prior to the start of the BASC. Spillages and other hazards are cleared up immediately. Staff members monitor pupils' activities to minimise the risk of pupils hurting themselves. Staff members remove any obstructions that may pose a risk to pupils. Sufficient floor signs warning pupils and staff of hazards are available and used where required. Pupils are instructed not to run indoors at any time. A first aider is available at all times to respond to any injuries. First aid is administered in accordance with the First Aid Policy, and only by suitably trained individuals. All incidents are recorded in the Accident Book. 	Y	Manager / Deputy		H
Behaviour management		<ul style="list-style-type: none"> Pupils are briefed on the expected standard of behaviour at the beginning of each session. Pupils are adequately supervised by staff members at all times and remain vigilant to any inappropriate behaviour. Staff members supervise pupils' activities to ensure they are appropriate. Pupils are adequately disciplined for any inappropriate behaviour in 	Y			M

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		<p>accordance with the Behaviour Policy.</p> <ul style="list-style-type: none"> Behavioural incidents are recorded using the Behaviour Log. The Manager/ Deputy heads are informed of any inappropriate behaviour at the end of the session. Pupils that consistently misbehave are removed from the breakfast club. 				
Food		<ul style="list-style-type: none"> Access to the kitchen areas is strictly controlled – pupils are not permitted to enter these areas unless supervised by a staff member. Permission is sought from the school regarding access to the kitchen areas by BASC staff members and which equipment is permitted for use. All equipment is visually inspected before use. Any equipment not working correctly or damaged is not used, and is reported to the School Business Manager. Staff responsible for preparing and handling foods are suitably trained and have sufficient knowledge of food safety and hygiene. All staff members are briefed on basic food hygiene and safety prior to commencing work at the breakfast club. Only staff Basic safety principles are adhered to for lower risk foods, e.g. toast and cereals. All food is adequately labelled. Food is stored in a dedicated fridge in the kitchen areas. Dry foods are stored in cupboards. Pupils are not permitted to access food from the storage areas. Registration forms completed by parents detail any food allergies their child has. Foods that pupils are allergic to are avoided either by the individual or the group of pupils, depending on the severity and type of the allergy. 	Y	Manager / Deputy		H

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Food		<ul style="list-style-type: none"> Pupils with allergies have suitable medical supplies, as stated in their individual healthcare plan. Pupils are able to store packed lunches brought from home on their pegs upon arrival to the breakfast club. 				
Fire		<ul style="list-style-type: none"> The school Fire Safety is recognised in the health and safety policies reviewed in light of the breakfast club arrangements. The site manager conducts daily, weekly, termly and annual checks of the school to ensure the risk of fire is minimised. All staff members are familiar with the school fire procedures Staff members ensure the risks of fire are minimised by taking suitable steps including, but not limited to, the following: <ul style="list-style-type: none"> Putting any combustible equipment and materials away after use Storing equipment and materials correctly, in line with school procedures Using electrical equipment correctly Not introducing any flammable or hazardous chemicals Ensuring power points are not overloaded with adaptors Adhering to the Smoke-Free Policy Checking for frayed or trailing wires Checking that fuses are replaced safely Unplugging equipment after use All staff members and children undertake twice a year fire evacuation practice. All staff members are familiar with the following: <ul style="list-style-type: none"> How to sound the alarm Locations of exit doors and routes 	Y	Manager / Deputy		H

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Fire		<ul style="list-style-type: none"> – Locations of fire assembly points – Procedures for contacting staff members and the emergency services • Staff members are familiar on the procedures to follow for any pupil attending the breakfast club who requires a personal emergency evacuation plan. 				
Administering medication		<ul style="list-style-type: none"> • A medical form is completed by parents prior to their child attending the BASC. This includes consent for a Manager/Deputy to administer medication to their child. • Staff members are provided with IHCPs for each pupil who has one. • Pupils are encouraged to take medication before arriving at breakfast club. • Medication brought by pupils is stored in accordance with the school's Administering Medication Policy, and is clearly labelled with the pupil's name. • Where necessary, the pupil stores the medication on their person. • Only medication that has been prescribed by a relevant professional is administered to pupils. • All medication provided is attached with a sticker which includes the pupil's name, date, type of medicine and dosage. • Only staff members that are suitably trained administer medication to pupils. • Before administering medication, staff members check that consent has been received and that another staff member is available to witness that the correct dosage is given. • The designated staff member responsible for administering medication to a pupil records administering medication using the pupil's IHCP. • The designated staff member returns the medication to its storage location after use. 	Y	Manager / Deputy		M

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Administering medication		<ul style="list-style-type: none"> The pupil's IHCP is passed to the pupil's classroom teacher at the end of the breakfast club to ensure they are aware of the medication administered. Staff do not force a pupil to take their medication if they are unwilling to do so. The designated staff member responsible for administering their medication contacts the pupil's parents to notify them that their child is refusing to take their medication – this is recorded on the pupil's IHCP. 				
Emergency medical procedures		<ul style="list-style-type: none"> Any staff member who witnesses a medical emergency contacts the emergency services immediately, if this is necessary. Staff members who are first-aid trained attend to the pupil immediately. Other pupils are escorted away from the area to another suitable location, e.g. classrooms. Staff members contact the pupil's emergency contact immediately. A portable screen is used to block the individual from view of others in order to maintain privacy. Staff members responsible for supervision stay with the individual until the emergency services arrive and try and keep the individual as comfortable as possible, e.g. by providing a blanket. If emergency services are not required and the first aider or other qualified staff member is able to treat the individual, staff will stay with the individual until the situation is remedied. All emergency incidents are recorded and a log is kept in the school office, in line with the First Aid Policy. An access route is kept clear at all times for the arrival of emergency services. 	Y	Manager/ Deputy		M
Emergency medical						

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procedures		<ul style="list-style-type: none"> A designated member of staff informs the emergency services of the situation; where first aid, emergency medication or emergency procedures have been administered, the individual who has done so liaises with the emergency services. One member of staff stays with the emergency services and individual, and any other staff members return to where pupils are located. If it is safe and reasonable to do so, staff and pupils return to the normal school day or event, and are informed of any procedures to adhere to following the incident. Pupils and staff may be sent home if the school is unsafe for use or as a result of the nature of the incident, e.g. a death The headteacher has the final say as to whether the school closes. 				
Emergency evacuation procedures		<ul style="list-style-type: none"> Staff members escort pupils from the building to the assembly point using the nearest safe exit. No attempts are made to collect personal belongings or re-enter the building after evacuation. A designated staff member contacts the Headteacher/Deputy Head immediately, and the emergency services if appropriate. If it is safe to do so, a designated staff member enters the premises to collect the register. The register is taken by a staff member to ensure all pupils are present. If it is not safe to collect the register, a staff member conducts a headcount. If any pupils are missing, the emergency services are informed immediately. A designated staff member contacts pupils' parents to collect their pupils, if required. 	Y	Manager/ Deputy		H

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		<ul style="list-style-type: none"> • The head teacher has the final say as to whether the school closes. • Pupils are supervised until they are collected by their parents. • If parents cannot be contacted, staff members adhere to school procedures for uncollected pupils. 				