

## Risk Assessment Form

<b>Task/Activity:</b> Breakfast Club (Early Birds)						
<b>Location/Dept:</b> Early Birds room and hall		<b>Date Assessed:</b> 13.3.24		<b>Issue Number:</b> 1		
<b>Assessed by:</b> Lee Abbott		<b>Review Date:</b> Bi-annual unless any significant changes				
Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk Rating	Additional controls required
<b>INDOOR AREA – Support Staff Supervision</b>						
<b>Food Safety</b> Risk of illness	<b>Pupils</b>	*All staff to undertake Food Safety training via National College *Use by dates, preparation and storage instructions to be checked and followed	<b>5</b>	<b>1</b>	<b>5</b>	
<b>Kitchen Utensils</b> Unsafe or Unclean – injuries or illness	<b>Pupils and Staff</b>	*Sharp items to be stored securely and safely (not above head height). Kept in Staff Room when not in use during the school day or locked cupboard in EB kitchen. *Children to be supervised when using butter knives. *All utensils, cutlery, plates and bowls to be washed-up each day	<b>5</b>	<b>2</b>	<b>10</b>	<b>Consider creating locked cupboard in kitchen</b>
<b>Surfaces</b> Illness	<b>Pupils</b>	Surfaces to be cleaned before and after eating	<b>3</b>	<b>1</b>	<b>3</b>	
<b>Supervision</b> Aggression, inappropriate play, injury	<b>Pupils</b>	Adults to ensure all children are well supervised all of the time so conversations and appropriate play can be monitored. *Adults to facilitate positive interactions and learning activities as much as possible (positive engagement)	<b>4</b>	<b>1</b>	<b>4</b>	
<b>Safety and Security</b> Lost children	<b>Pupils and staff</b>	*Children to come straight in to school building via KS1 door to be registered on arrival	<b>3</b>	<b>1</b>	<b>3</b>	

		*Parents encouraged to escort children to Breakfast Club so they can be sure children reach school (school register will also be taken later for first day calling)				
		<b>OUTDOOR AREA - (Sports Coach)</b>				
<p><b>Falls from climbing apparatus</b></p> <p>Cuts / abrasions, broken limbs, muscular skeletal and other physical injuries</p>		<ul style="list-style-type: none"> <li>• Restrict and control numbers on apparatus at one time (specify the maximum number of pupils)</li> <li>• Ensure that the equipment is appropriate for the age of the pupils using it.</li> <li>• Consider segregating age groups</li> <li>• Supervision of use required at all times</li> <li>• Apparatus not to be used when wet and slippery</li> <li>• Clear rules about appropriate behaviour (for example not to hang upside down from monkey bars)</li> <li>• Ensure that impact absorbing surface is visually safe.</li> </ul>	3	1		
<p><b>Play items (eg. Skipping ropes, footballs etc) /</b></p> <p>Minor injury from contact, trips and falls</p>	<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Ensure items are used only for their intended purpose – coach to teach appropriate games and play</li> </ul>	3	2		

		<ul style="list-style-type: none"> <li>• Games to be played in appropriate location Zone activities e.g. for ball games / wheeled toys</li> <li>• Activities (and children) to be fully supervised at all times.</li> <li>• Ensure items stored safely and securely</li> </ul>				
<b>Rough games</b> Cuts / abrasion other physical injury		<ul style="list-style-type: none"> <li>• Prohibit inappropriate, rough games</li> </ul>	4	2		Support staff to monitor behaviour management and engagement in activities
<b>Security</b> Unsupervised contact with adults  Absconding / children leaving the school grounds unobserved  Abduction, assault, child protection issues		<ul style="list-style-type: none"> <li>• Maintained and visually checked each day</li> <li>• Unbreached fencing (no holes or gaps)</li> <li>• Points of access onto the site for parents and visitors limited to playground gate (weighted so always closed)</li> <li>• Where possible provide alternative routes for visitors which will bypass playing areas</li> <li>• Gates closed at all times</li> <li>• Avoid children playing in areas out of sight of supervisors</li> <li>• Areas of site identified as higher risk made “out of bounds” - clearly communicated each day</li> <li>• Identify any site or activity specific hazards which will influence staffing positions (see and supervise all children at all times)</li> </ul>	2	1		




## Risk Rating Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK RATING PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	SEVERITY (CONSEQUENCE)					

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-10	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so