

School/Academy:		Date of assessment	
Who might be harmed?	Staff, pupils, volunteers, organisers	How many are affected?	
Note:	This risk assessment is designed to cover the GENERAL risks arising from breakfast & after school clubs. Separate risk assessments should be completed for each activity / club that presents a significant risk. These should be requested from the external organiser or completed by the school if it is their organised activity. In the case of the latter if the activity is also run as part of the usual school day then this risk assessment can be referred to.		

Hazards (including inadequate or lack of arrangements)	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Communication	• The arrangements for the breakfast & after school clubs are contained in the School's health and safety policy.	✓		Low
	• These arrangements have been communicated to all relevant staff.	✓		
	• A complaints procedure been formulated and advertised.	✓		
Parental consent	• Parents have been provided formal consent for their child to attend the breakfast & after school club.	✓		Low
	• Parents' up to date contact details are known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems).	✓	Parents asked yearly to update records and if any changes are made mid-year	
Security	• The means of access to the breakfast & after school club area security access is controlled, including visual control over visitors.	✓		Low
	• Access is restricted to unauthorised areas of the school premises.	✓	Video doorbell in use.	
	• The area used by the breakfast & after school club adequately is segregated from areas being used by cleaners / staff in school.	✓		
	• A communication link / phone is available in the area used by the breakfast & after school club.	✓		
	• A register is kept daily of pupils attending the breakfast & after school club.	✓		

Hazards (including inadequate or lack of arrangements)	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
	<ul style="list-style-type: none"> • Arrangements are in place for the safety of pupils being collected at the end of the breakfast & after school club, 	✓	Children are only handed over to known family members	
Selection of rooms for breakfast & after school club use	<ul style="list-style-type: none"> • All rooms used by the breakfast & after school club are suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc. • Access is restricted to hazardous equipment / substance. 	✓		Low
Supervision	<ul style="list-style-type: none"> • Supervision ratios are appropriate (taking into account staff absenteeism / holidays / sickness). • Supervising staff have been DBS checked. 	✓ ✓		Low
Information relating to pupils	<ul style="list-style-type: none"> • Suitable arrangements are in place for breakfast & after school club staff to receive adequate information from parents / school relating to the pupils attending the club, i.e. pupil medical, behavioural or other special needs. 	✓	Saint Augustine's pupil details are all on Scholarpack. Parents of St George's pupils are asked to complete a registration form before attending the provision	Low
Fire	<ul style="list-style-type: none"> • The school's fire risk assessment considers the breakfast & after school club arrangements. • All breakfast & after school 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 & after school club. 	✓ ✓ ✓	Out of date, waiting to be renewed by CMAT estates.	Low
First Aid / Administration of Medication	<ul style="list-style-type: none"> • There adequate numbers of breakfast & after school club staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc.) • All staff are familiar with the school's accident/work-related illness and violence to staff reporting systems. • The administration of medicines procedures take into account the arrangements of the breakfast & after school clubs. 	✓ ✓ ✓	Two full paediatric first aiders and a third will be trained	Low

Hazards (including inadequate or lack of arrangements)	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Behaviour	<ul style="list-style-type: none"> There are agreed rules / codes of conduct for the behaviour of pupils attending the breakfast & after school club, to include removing pupils from the programme for unacceptable behaviour. 		Children and staff follow school's Behaviour Policy	Low
Cancellation of club	<ul style="list-style-type: none"> Procedures are in place in case of cancellation. 	✓		Low
Transport	<ul style="list-style-type: none"> Appropriate risk assessments have been completed for pupils travelling to off-site venues. 	n/a		n/a

Are there any other foreseeable hazards associated with the breakfast & after school club?		Yes <input checked="" type="checkbox"/>
		No <input type="checkbox"/>
Additional Hazards	List any additional control measures required	Residual Risk rating High, medium, low
Play Equipment	Daily checks of play equipment to ensure it is safe to use. Anything deemed unsafe will be removed and replaced.	Low
Toaster	PAT tested annually, fire blanket in room. Located near a window away from any other flammable objects. Children not to use.	Low

After school activities						
All after school activity risk assessments should be listed here and filed with this general assessment.						
Activity	Organiser	Additional risk assessment required?			Risk assessment completion date	Notes
		Yes	No: no risk	No: covered in other school risk assessment		
Indoor & outdoor activities	School/Breakfast/ After School club	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dec 2019	Break times RA - Renew Feb 2023
Food Preparation	School/Breakfast/ After School club	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dec2019	Food Preparation RA – Renew Feb 2023
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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Reference Documents

- Out of School Alliance: www.outofschoolalliance.co.uk

ASSESSED BY (Print name)

Tina Cox (Head Teacher) & Emily Coleman (Office Manager)

SIGNED



DATE

20.09.2022