

Activities Covered by this Assessment	BREAKFAST AND AFTERSCHOOL CLUB		
Site Address / Location	HIGHCLIFFE PRIMARY SCHOOL	Department / Service / Team	PASTORAL SUPPORT
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity			

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done?
Staff suitability and awareness of procedures	In the event of an accident, injury or emergency situation staff/pupil may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<ul style="list-style-type: none"> All staff members working for the breakfast/ afterschool club have the appropriate level of DBS checks. At least 2 members of staff are first aid trained. The breakfast/ afterschool club provision caters for pupils within the EYFS and the Statutory Framework for the Early Years Foundation Stage 2021, is followed. Where children with medical needs are attending the breakfast/ afterschool club, at least one staff member is trained to deliver their medication correctly. Where children with SEN and disabilities (SEND) are attending the breakfast/ afterschool club, there is at least 1 staff member suitably trained to respond to their needs. 	H	L	M	<ul style="list-style-type: none"> Fire Drills are carried out regularly Updated Child Protection and Safeguarding training completed annually 	M	L	L			

		<ul style="list-style-type: none"> • 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 & Safeguarding Policy • Health & Safety Policy • First Aid Policy • Behaviour Primary Policy • LET Medical policy • All staff members are aware of the procedures to follow in the event of an emergency. A fire and Emergency Evacuation plan is provided. • Staff undergo updated Child protection & Safeguarding training. 										
Parental consent & communication	<p>In the event of contact details not being provided or up to date, could result in safeguarding issues/undue stress to pupils.</p>	<ul style="list-style-type: none"> • All parents provide formal, written consent prior to their child attending the breakfast/ afterschool club. • All parents provide up-to-date contact details, which are reviewed annually. • Only pupils for whom parental consents have been received are permitted to attend the breakfast/ afterschool club. • 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 in a locked cabinet within a locked cupboard. • Teachers update breakfast/ afterschool club staff members of any changes they need to be 	M	M	L	<ul style="list-style-type: none"> • All parents provide up-to-date contact details, which are reviewed every 6 months. 	M	L	L			

		<p>aware of relating to a pupil's additional needs/EHCPs etc.</p> <ul style="list-style-type: none"> • 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/ afterschool club. 										
Site suitability	<p>Pupils come to harm due to hazards of non-suitable areas and lack of health and safety.</p>	<ul style="list-style-type: none"> • Pupils are supervised in two areas that are in close proximity to ensure pupil supervision. • The site manager undertakes daily, termly and annual checks of the rooms provided to ensure the safety. • Pupils have access to school toilets when attending the breakfast/ afterschool club. • A first aid box is fully stocked at all times and available in the breakfast/ afterschool room. • Access to hazardous materials, chemicals & substances is restricted at all times – these are stored in locked store rooms which are inaccessible to pupils. • Equipment not required for the breakfast/ afterschool club is stored in appropriate store rooms inaccessible to pupils. • Prior agreement is obtained from the school as to which equipment may be used during the breakfast/ afterschool club. • Breakfast/ afterschool club staff receive appropriate training & instruction in relation to the use of school equipment. 	M	L	L	<ul style="list-style-type: none"> • First Aid stock checked on a monthly basis • Any floor, furniture or equipment defects to be reported to the Premises Officer 	L	L	L			

<p>Security</p>	<p>Staff and children may suffer if breached of site security incidents occur during breakfast club provision.</p>	<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. • Where visitors attend the school, they are required to state their name and reason for attendance using the intercom system. • Once breakfast/ afterschool club staff permit a visitor entry to the school, they are directed to the school office where they are greeted by the appropriate staff member. • 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 immediately. • Pupils are dropped off in the secure area outside of the school office. • A staff member greets the pupil and signs the pupil in using a register. • The register is updated in the breakfast/ afterschool room for the duration of the breakfast/ afterschool club. • The register is updated daily to account for any new attending the breakfast/ afterschool club. • Breakfast/ afterschool club staff have use of a mobile phone and the school office telephone in the event of an emergency. • The breakfast/ afterschool club is held in the breakfast/ afterschool room which is separate from the areas of the school used by cleaners and other staff. 	<p>M L L</p>	<ul style="list-style-type: none"> • Monitor and Self assess • Staff always on site 	<p>M L L</p>			
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		<ul style="list-style-type: none"> • Pupils are not permitted to leave the premises during the breakfast/ afterschool club, unless prior permission has been granted. • External doors are kept locked at all times during the session. • Staff members monitor the entrances & exits to the school premises throughout the duration of the breakfast/ afterschool club. 										
Supervision	Staff and pupils may be injured due to insufficient ratios.	<ul style="list-style-type: none"> • The ratio of staff to pupils is 1:15. • For pupils within EYFS, the requirements for staff ratios (1:6), as outlined in the Statutory Framework for the Early Years Foundation Stage 2021, are adhered to at all times. • Pupils are not permitted to enter any areas of the school, other than the breakfast room/After school club areas and toilets, without permission or supervision from the staff. • Breakfast/ Afterschool club staff ensure pupils are adequately supervised and do not wander to unauthorised areas of the school premises. • A register is taken before the end of the breakfast/ Afterschool club to make sure all pupils are present. • Once the breakfast club is closed, Yr4 to Yr6 pupils walk across the corridor to their classrooms. A member of staff escorts all other pupils to their classrooms. • A staff member remains in the breakfast/ afterschool room at all times whilst pupils are being escorted, to ensure that pupils remaining in the breakfast/ afterschool room are adequately supervised. 	M	L	L	<ul style="list-style-type: none"> • Staff handover pupils to parents at the end of After school club. • Admin team will inform staff if another adult is to collect a pupil at the end of After school club. 	L	L	L			

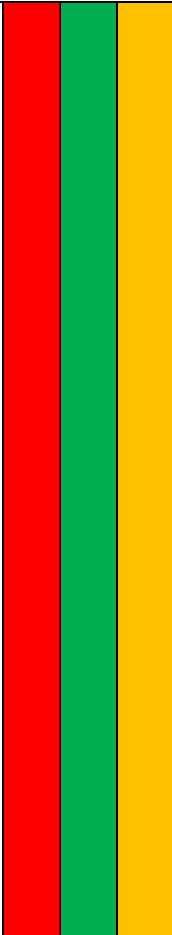
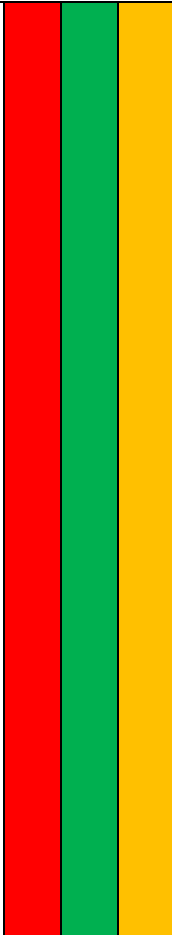
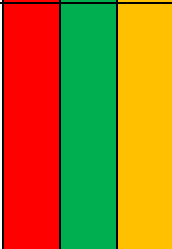
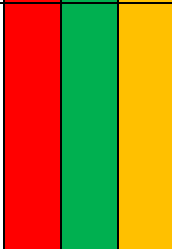
<p>Missing children</p>	<p>Pupils may come to harm due to not being located within the provision.</p>	<ul style="list-style-type: none"> • If a pupil cannot be located, all staff members are informed that the pupil is missing. • Staff conduct a thorough search of the premises & the surrounding areas. • At least 1 members of staff remain with the other pupils in the breakfast/ Afterschool room whilst the search is taking place. • If the pupil cannot be located after 10 minutes, the police are contacted. • A staff member contacts the pupil's parents and DSL/Headteacher. • Staff continue to search for the pupil before the police arrive. 	<p>H</p>	<p>L</p>	<p>L</p>	<ul style="list-style-type: none"> • Supervision arrangements are reviewed in light of any missing children incidents. 	<p>M</p>	<p>L</p>	<p>L</p>			
<p>Slips, trips & falls</p>	<p>Staff and pupils may be injured as a result of a slip or trip in the breakfast club vicinity due to obstructions in walkways, areas being left untidy and un level surfaces.</p>	<ul style="list-style-type: none"> • The breakfast/ afterschool room is adequately lit throughout the duration of the breakfast/ afterschool club. • Any obstructions are removed from the breakfast/ afterschool room prior to the start of the breakfast club. • 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 & staff of hazards are available & 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. 	<p>M</p>	<p>L</p>	<p>L</p>	<p>Monitor and Self-assess</p>	<p>M</p>	<p>L</p>	<p>L</p>			

		<ul style="list-style-type: none"> • 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. 										
Behaviour management	Staff and pupils may be subject to stress as a result of disruptive children, violence and aggression. This may result in negative emotional behavioural and psychological.	<ul style="list-style-type: none"> • Pupils are briefed on the expected standard 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 accordance with the Behaviour Policy and Anti-Bullying Policy. • Behavioural incidents are recorded using the Behaviour Log. • The relevant teacher is informed of any inappropriate behaviour so they can have a conversation with the parent/carer after school (Breakfast Club only). • Afterschool Club Leaders will need to inform parents following the session of any inappropriate behaviour. • Pupils that consistently misbehave are removed from the breakfast/ afterschool club. 	M	L	L	<ul style="list-style-type: none"> • Monitor and self-assess 	L	L	L			
Food	Pupils may come to harm with regards to food allergies	<ul style="list-style-type: none"> • All equipment is visually inspected before use. • Any equipment not working or damaged is not used, and is reported to the Premises Officer/Headteacher. 				<ul style="list-style-type: none"> • Monitor and self-assess 						

	and food poisoning.	<ul style="list-style-type: none"> • Staff responsible for preparing & handling foods are suitably trained and have sufficient knowledge of food safety & hygiene. • All staff members are briefed on basic food hygiene & safety prior to commencing work at the Breakfast/ Afterschool club. • Only staff who are suitably trained prepare and handle high risk foods for the breakfast club, e.g. meats and eggs. • 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 • Dry foods are stored in cupboards • Pupils are not permitted to access food from the storage areas. • Registration forms completed by the parents detail any food allergies their child has. • Food that pupils are allergic to are avoided either by the individual or the group of pupils, depending on the severity and type of allergy. • Pupils with allergies have suitable medical supplies, as stated in their individual healthcare plan (IHCP). • Pupils are able to store packed lunches brought from home in their classrooms upon arrival to the breakfast/ Afterschool club. • Pupils are supervised when storing their packed lunches. 	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: red; width: 20px; height: 100%;"></div> <div style="background-color: yellow; width: 20px; height: 100%; text-align: center;">H</div> <div style="background-color: green; width: 20px; height: 100%; text-align: center;">M</div> <div style="background-color: green; width: 20px; height: 100%; text-align: center;">L</div> </div>		<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: red; width: 20px; height: 100%;"></div> <div style="background-color: yellow; width: 20px; height: 100%; text-align: center;">H</div> <div style="background-color: green; width: 20px; height: 100%; text-align: center;">M</div> <div style="background-color: green; width: 20px; height: 100%; text-align: center;">L</div> </div>			
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<p>Fire</p>	<p>Staff and children may be injured as a result of inability to effectively escape in a fire situation.</p>	<ul style="list-style-type: none"> • The school Fire Safety Risk assessment is reviewed in the light of the breakfast/ afterschool club arrangements. • The Premises Officer 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 Health, Safety and Welfare Policy. • Staff members ensure the risks of a fire are minimised by taking suitable steps including, but not limited to the following: <ul style="list-style-type: none"> - Storing equipment and materials correctly, in line with the 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 • Staff members engage in fire safety training on, and undertake termly fire evacuation practice. 	<p>H L M</p>	<ul style="list-style-type: none"> • Staff have been forwarded the school Fire and Emergency Evacuation Plan. 	<p>H L M</p>			
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		<ul style="list-style-type: none"> • All pupils engage in fire safety evacuation practice on a termly basis. • 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 - Locations of fire assembly points <p>Procedures for contacting staff members and the emergency services</p> <ul style="list-style-type: none"> • Staff members are familiar on the procedures to follow for any pupil attending the Breakfast/ Afterschool club who requires a Personal Emergency Evacuation Plan. 	<div style="display: flex; justify-content: space-around; width: 100%;"> <div style="width: 30px; height: 100%; background-color: red;"></div> <div style="width: 30px; height: 100%; background-color: green;"></div> <div style="width: 30px; height: 100%; background-color: yellow;"></div> </div>		<div style="display: flex; justify-content: space-around; width: 100%;"> <div style="width: 30px; height: 100%; background-color: red;"></div> <div style="width: 30px; height: 100%; background-color: green;"></div> <div style="width: 30px; height: 100%; background-color: yellow;"></div> </div>			
Administering medication	Children may accidentally ingest substances intended for specific medical conditions resulting in illness and potential death.	<ul style="list-style-type: none"> • A medical form is completed by parents prior to their child attending the breakfast/ afterschool club. This includes consent for a designated staff member 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/ Afterschool club. • Medication brought in for pupils is stored in accordance with the details provided by the parents, and is clearly labelled with the pupil's name. • Where necessary, the pupil keeps the medication on themselves. • Only medication that has been prescribed by a relevant professional is administered to pupils. 	<div style="display: flex; justify-content: space-around; width: 100%;"> <div style="width: 30px; height: 100%; background-color: red; text-align: center;">H</div> <div style="width: 30px; height: 100%; background-color: green; text-align: center;">L</div> <div style="width: 30px; height: 100%; background-color: yellow; text-align: center;">M</div> </div>	<ul style="list-style-type: none"> • School follows LCC guidelines for administering medication to pupils in school. 	<div style="display: flex; justify-content: space-around; width: 100%;"> <div style="width: 30px; height: 100%; background-color: red; text-align: center;">H</div> <div style="width: 30px; height: 100%; background-color: green; text-align: center;">L</div> <div style="width: 30px; height: 100%; background-color: yellow; text-align: center;">M</div> </div>			

		<ul style="list-style-type: none"> • Only staff members that are suitably trained to administer medication to pupils. • Before administering medication, staff members check that consent has been received and that another member of staff is available to witness that the correct dosage is given. • The designated staff member responsible for administering medication to a pupil, records medication administered using the pupil's <u>Administration of medication log</u>. • The designated staff member returns the medication to its storage location after use. • The pupil's <u>Administration of medication log</u> is completed and the teacher is informed following Breakfast club or the parent is informed following After School Club to ensure that 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	In the event of an accident/injury or emergency situations staff and pupils may	<ul style="list-style-type: none"> • Any staff member who witnesses a medical emergency contact the emergency services immediately, if this is necessary. • Staff members who are first aid trained attend to the pupil immediately. 		<ul style="list-style-type: none"> • Monitor and Self-assess 				

	<p>suffer as a result of inadequate first aid provision or incorrect first aid treatment.</p>	<ul style="list-style-type: none"> • Other pupils are escorted away from the area to another suitable location, e.g. classrooms. • Staff members contact the pupil's emergency contact immediately. • 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 first aid incidents are recorded in the accident book – minor and serious. • All serious emergency incidents are to be transferred onto the Assessnet form which can be obtained from the Main Office and then logged on Assessnet. • An access route is kept clear at all times for the arrival of emergency services. • 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, 	H	L	M		H	L	M			
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		<p>and are informed of any procedures to adhere to following the incident.</p> <ul style="list-style-type: none"> • 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	Staff and children may be harmed as a result of inadequate emergency evacuation procedure.	<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. • The register is taken by a staff member to ensure all pupils are present. • If any pupils are missing, the emergency services are informed immediately. • A designated staff member contacts the pupils' parents to collect their pupils if required. • The Headteacher 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. 	H	L	M	<ul style="list-style-type: none"> • Staff have been forwarded the school Fire and Emergency Evacuation Plan. 	H	L	M			
Outdoor Learning	Staff and children may be at risk of slips,	<ul style="list-style-type: none"> • All children will be made aware and reminded of outdoor safety. 	M	L	L	<ul style="list-style-type: none"> • See Trim Trail risk assessment 	M	L	L			

	trips and falls whilst outside	<ul style="list-style-type: none"> • When children are accessing the outdoor area, it will be pre-checked by a member of staff to ensure there are no risks. • Children will be taught the correct way in which to use equipment such as sticks and logs, whilst in the forest school area. 				<ul style="list-style-type: none"> • See Forest School risk assessment 						
Cooking Club	Staff and children may burn/cut themselves using kitchen equipment and utensils	<ul style="list-style-type: none"> • Children are supervised at all times whilst using the hob and oven and use oven gloves • Children are supervised at all times when using sharp utensils • Children are supervised if they use the toaster/microwave • Children do not wash up bowls or kitchen utensils • All electrical equipment is PAT tested 	M	L	M	<ul style="list-style-type: none"> • Oven is always turned off at the mains and only turned on when required by an adult. • Faults in electrical equipment are reported to the Premises Officer and the use of this equipment is immediately stopped. 	M	L	M			

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

During this activity, what could go wrong resulting in an emergency situation?	Cooking Club – risk of burning using the hob or oven and risk of cutting/stabbing using knives
How could this emergency situation be prevented / controlled?	Adult supervision at all times and ensuring there are 2 members of staff present during this club to support. Sharp cooking knives only used by staff.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	First Aider will assist - will contact emergency Services if required and parent/carer.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	N/A

Potential Severity of Harm	High Death, 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 not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.

Likelihood of Harm Occurring

Risk Rating Definitions

Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.