Risk Assessment - 37060RA

Information valid as of 11/06/2025 20:12

Medium

General Details

Assessor	Nicola Drake
Assessment Date	05/09/2022
Assigned Reviewer	Nicola Drake
Next Review Date	05/09/2025

Operation Assessed	Breakfast Club and Wrap-Around Care Provision

Associated with specific area

- Education
- Maintained Schools
- St Erme with Trispen Community Primary School

Description of work area and/or activity assessed
School provision of a Breakfast Club and Wrap-Around Care
Reason for Risk Assessment
Children eating and drinking at the start and end of each day with minimum supervision.

Overall Current Risk

Medium

Persons Affected

- Children / Students
- Cleaner
- Contractors
- Employees
- Visitors

Current Rating	Hazard Information	Task Status
Low	**Access / Egress** Lack of safe access to breakfast club / wrap-around care provision.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Children access both clubs through the main school entrance. Parents have to ring the bell to either drop off or pick up children. When parents are picking up children, they ring the bell and the adult calls the child to collect.	

Potential Rating	Additional Controls Required
Low	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Supervision** Lack of appropriately trained and qualified supervision	0 0 0
	Measures Currently in place to prevent risk of injury	
	There is an adult who runs the club and the maximum number of children at any one time is 15. The adult has safeguarding training and First Aid training (preferably PFA). There are other adults on the school site to support if required.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Welfare** Lack of suitable first aid provision	0 0 0
	Measures Currently in place to prevent risk of injury	
	The adult supervising is first aid trained. If a member of staff is not PFA trained, they will have emergency first aid. Other adults will also be on the school site, particularly as more staff arrive in the mornings.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Preparing food for consumption by students	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff preparing food will have the training for food hygiene awareness and allergy awareness. Children will be shown how to prepare food themselves (toast and sandwiches) by the adult.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Biological** Staff being unaware of any student food allergies	0 0 0
	Measures Currently in place to prevent risk of injury	
	The office staff keep records up-to-date of children who have any food allergies. This poster is displayed in the staffroom and a copy is given to every teacher for their classroom. A copy is displayed in the kitchen as well as given to the breakfast club and wrap around lead.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	**Use of Tools and Equipment** Use of knives and other cutlery	0 0 0
	Measures Currently in place to prevent risk of injury	
	Children are not allowed to use the toaster on their own. The only equipment that they have are spoons and butter knives to add their toppings, for independence.	

Potential Rating	Additional Controls Required
Low	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Low	**Use of Tools and Equipment** Use of equipment for activities	0 0 0
	Measures Currently in place to prevent risk of injury	
	The children will be using classroom resources and equipment for a range of activities within the clubs. These can be the ipads, lego, board games and some outside equipment after school. These are all safe to use and the children are used to them.	

Potential Rating	Additional Controls Required
Low	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Use of Tools and Equipment** Use of gym or PE equipment	0 0 0
	Measures Currently in place to prevent risk of injury	
	During these clubs, the children may use the PE mats in the hall as well as some of the soft equipment such as bats and balls or the balance benches.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Supervision** Use of outdoor areas	0 0 0
	Measures Currently in place to prevent risk of injury	
	There is an outside area for both clubs that the children can access safely, ensuring that the gates outside are locked. The adult can stand in the doorway to see children both inside and outside with ease. If the bell rings, the adult will leave that area for a very short amount of time to see who is being dropped off or collected. This is momentary.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium	**Supervision** Student absconding from breakfast club / warp-around care	0 0 0
	Measures Currently in place to prevent risk of injury	
	The gates to the outside areas are locked and the children do not have access to the codes. If it appears that a child does know the code, the code is changed as soon as possible. The main door is locked and a child would need to push the green button to open it. This is unlikely if the adult is positioned near the door.	

Potential Rating	Additional Controls Required
Medium	**No Remedial Actions Entered** If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.