Risk Assessment - 37063RA

Information valid as of 11/06/2025 21:08

Medium

General Details

Assessor	Nicola Drake
Assessment Date	10/10/2023
Assigned Reviewer	Nicola Drake
Next Review Date	08/12/2025

Operation Assessed	Lunch Supervision

Associated with specific area

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

Description of work area and/or activity assessed
Supervision of pupils during lunchtime in the hall.
Reason for Risk Assessment
Children are split between the hall and the playground at lunchtimes.

Overall Current Risk

Medium

Persons Affected

- Children / Students
- Employees
- Trainees / Young Persons
- Visitors

Hazards

Current Rating	Hazard Information	Task Status
Medium	**Organisational** Failure to identify external areas that are deemed out of bounds and ensure these areas are checked during lunchtime.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff on duty monitor all areas of the playground spaces.	

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	**Adverse Weather** Inclement/unsuitable weather conditions for outside lunch/breaktime	0 0 0
	Measures Currently in place to prevent risk of injury	
	children stay inside. There classes to double up so that staff can still have a break. Wherever possible, SLT support so that staff can have a break and prepare for the next lesson.	

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	**Housekeeping** If decision made to move lunch/breaktime inside, failure to ensure that all indoor areas are suitable for the number of pupils and free from hazards	0 0 0
	Measures Currently in place to prevent risk of injury	
	staff to monitor the corridors and toilet areas to ensure that there is not a large number of children roaming around. Board games and small indoor games used to keep children entertained and contained in classrooms.	

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	**Access / Egress** Failure to ensure higher risk areas are kept locked during lunch/breaktime when not in use	0 0 0
	Measures Currently in place to prevent risk of injury	
	outside classroom doors and doors to the playground are locked. Children are supervised by an adult at all times.	

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	**Safeguarding** Failure of staff to take action if they identify/suspect that an intruder/unauthorised person has entered the school site	0 0 0
	Measures Currently in place to prevent risk of injury	
	all external doors and gates will remain locked at all times. Staff to alert a member of the SLT immediately. Staff on duty to have radios to use for assistance.	

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	**Supervision** Pupils supervised by an inadequate number of staff on duty	0 0 0
	Measures Currently in place to prevent risk of injury	
	if short staffed, children will use classrooms to double up, to keep the number of rooms being used to a minimum. SLT to step in to support if short staffed.	

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	**Welfare** Failure to identify whether staff are deemed suitable for lunch & breaktime duties e.g. inexperienced, vulnerable, medical conditions, pregnancy etc.	0 0 0
	Measures Currently in place to prevent risk of injury	
	all staff are assessed as to whether suitable to supervise children. Any pregnant staff will be asked to supervise the children inside, away from a busy playground with footballs and children running around.	

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	**Organisational** Numbers/competence of staff on duty are inadequate for the type of activities taking place	0 0 0
	Measures Currently in place to prevent risk of injury	
	There are always 3 adults on duty at lunchtimes outside and a member of staff in the hall whilst the children are eating. If there is a member of staff off, SLT will support either in the hall or on the playground.	

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	**Training / Competence** Staff not trained to deal with accidents	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff are either emergency or PFA trained to deal with accidents. If a member of staff is not trained, they will ensure that the child is cared for by a first aider.	

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** Pupils needing supervision in the hall whilst eating lunch	0 0 0
	Measures Currently in place to prevent risk of injury	
	Children enter the hall a class at a time, when most of the previous class have finished eating. This minimises the number of children eating at one time and ensures that the hall is not too busy for queueing to be served food and for the TA supervising the children eating. The children are on mixed tables to support with cutting and helping the younger ones. There is a radio for support. There are always other members of staff in and out of the hall throughout lunchtime.	

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	**Burns** Burns or scalds to staff or pupils from accidental spillage of hot drinks or food in the hall.	0 0 0
	Measures Currently in place to prevent risk of injury	
	Staff do not take hot drinks outside. If they do, they are in cups thermo cups with lids to prevent injury. There are no hot drinks in the hall throughout lunchtime. The food is served to the correct temperature, although this is not hot enough to scold a child.	

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.