

# ST MATTHEW'S Cof E PRIMARY SCHOOL

## MORNING CLUB RISK ASSESSMENT



**ACTIVITY: Morning activity club (includes the serving of healthy food)**

DATE OF ASSESSMENT: September 2014

**WHO MIGHT BE HARMED?** Pupils and Employees.

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<b>Parental consent</b>	• Have parents provided formal consent for their child to attend the club?	✓		<b>Low</b>
	• Are parents' up to date contact details known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems)?	✓	Contact details reviewed half termly by Mrs Blewitt	<b>Medium</b>
<b>Security</b>	• Is the means of access to the club area security access controlled, including visual control over visitors?	✓		<b>Low</b>
	• Is a communication link / phone available in the area used by the club?	✓	Phone in Deputy Head's office. Phone just inside the Reception classroom	Low
	• Is a register kept daily of pupils attending the club?	✓		<b>Low</b>
	• Are arrangements in place for the safety of pupils being 'dropped off'?	✓	Children to be dropped off at 8.10. Children may be dropped off no early than 8.00am (when the office staff are on site). This is in exceptional circumstances and at the discretion of the Headteacher	<b>Low</b>

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<b>Selection of rooms for Morning Club use</b>	<ul style="list-style-type: none"> <li>Are all rooms used by the Morning Club suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc.</li> </ul>	✓	An additional first aid bay has been set up specifically use between 8.10 and 8.45	<b>Low</b>
<b>Supervision</b>	<ul style="list-style-type: none"> <li>Are supervision ratios appropriate (taking into account staff absenteeism / holidays / sickness)?</li> </ul>	✓		Low
	<ul style="list-style-type: none"> <li>Have supervising staff been CRB checked?</li> </ul>	✓		Low
<b>Information relating to pupils</b>	<ul style="list-style-type: none"> <li>Are suitable arrangements in place for club staff to receive adequate information from parents / school relating to the pupils attending the club, i.e. pupil medical, dietary, behavioural or other special needs, i.e. allergies?</li> </ul>	✓		<b>Low</b>
<b>Use of school's own equipment</b>	<ul style="list-style-type: none"> <li>Has prior agreement been established as to what school equipment may / may not be used by the club?</li> </ul>	✓	Budget has been set aside for staff to purchase equipment specifically for use for the Morning Club	<b>Low</b>
	<ul style="list-style-type: none"> <li>Are all club staff 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.</li> </ul>	✓	Morning Club staff are employed by the school and work on site during the day. They take part in fire drills at least once every term	Low
<b>First Aid / Administration of Medication</b>	<ul style="list-style-type: none"> <li>Are there adequate numbers of club staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc)?</li> </ul>	✓	All staff have had first aid/ paediatric first aid training.	Low
	<ul style="list-style-type: none"> <li>Is refresher training provided every 3 years?</li> </ul>	✓	Yes, latest training provided June 2014	Low
	<ul style="list-style-type: none"> <li>Are there sufficient numbers of first aid kits available?</li> </ul>	✓		Low
	<ul style="list-style-type: none"> <li>Is there a policy for the administration of medication? and are club staff familiar with the policy?</li> </ul>	✓	Policy has been drawn up in line with the new summer 2014 guidelines	Low
	<ul style="list-style-type: none"> <li>Is parental consent obtained prior to medication being administered to pupils?</li> </ul>	✓		Low
<b>Electrical Safety</b>	<ul style="list-style-type: none"> <li>Are arrangements in place for portable electrical appliances to be PAT tested on a periodic basis, typically annually?</li> </ul>	✓	Yes, see BSM log	Low

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	<ul style="list-style-type: none"> <li>Are there sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical?</li> </ul>	✓	Access to kitchenette at the side of the hall	Low
	<ul style="list-style-type: none"> <li>Are staff aware to visually inspect portable electrical items for evidence of cable damage / crushing, plug damage, etc.</li> </ul>	✓		Low
Inspections	<ul style="list-style-type: none"> <li>Are arrangements in place for the rooms used by the club to be inspected prior to use?</li> </ul>	✓	Hall inspected each morning by the lead member of staff, prior to the arrival of the children	Low
	<ul style="list-style-type: none"> <li>Is there a formal system for reporting health and safety defects?</li> </ul>	✓	Email system is currently used. BSM will draw up a 'Incident Reporting Form' to support the monitoring	Low

Welfare Facilities	<ul style="list-style-type: none"> <li>Are adequate toilet facilities available for pupils attending the club?</li> </ul>	✓	Year 2 toilets accessed got pupils Public toilets next to the Deputy Head's office can be used by staff	Low
Food Safety	<ul style="list-style-type: none"> <li>Have staff responsible for preparing or handling foods appropriate food safety knowledge / food hygiene training?</li> </ul>	✓		Low
	<ul style="list-style-type: none"> <li>Are there suitable arrangements for the storage of club food, including chilled / perishable foods?</li> </ul>	✓		Low
	<ul style="list-style-type: none"> <li>Are foods known to cause allergies to pupils avoided?</li> </ul>	✓		Low
ASSESSED BY (Print name/s)			SIGNED	DATE September 2014