

**Vane Road Primary School  
Out of Hours Club  
Risk Assessment Record Form  
Assessors – Rachel Wren and Debbie Ridley  
11<sup>th</sup> October, 2021**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and sign.	<b>What is the risk rating now – H, M, L?</b> See Section 5
1. Parental consent	Pupils	<ul style="list-style-type: none"> <li>• Parents provide formal consent for their child to attend the Breakfast Club</li> <li>• Parents' up to date contact details Are known (in the event of an emergency, cancellation of the club, missing pupils, late collections or any unforeseen problems).</li> </ul>	L	Office manager to update every term as standard or update when new contacts are given by parents		L

<p>2. Security</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> <li>• Access to the Breakfast Club area is security access controlled, including visual control over visitors</li> <li>• Access is restricted to unauthorised areas of the school premises</li> <li>• Phone is available – mobile and in the office</li> <li>• A register is kept daily of pupils attending the Breakfast Club/Out of Hours Club</li> <li>• Arrangements are in place for the safety of pupils being ‘dropped off’ at the Breakfast Club and between Club. finishing and school starting.</li> </ul>	<p>L</p>			<p>L</p>
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3. Selection of room used for Breakfast Club	Pupils and staff	<ul style="list-style-type: none"> <li>• The studio and hall used by the Breakfast Club is suitable in respect to size, layout, occupancy, proximity to welfare facilities</li> <li>• Access is restricted to hazardous equipment</li> </ul>	L			L
4. Supervision	Pupils	<ul style="list-style-type: none"> <li>• Supervision ratios are appropriate (taking in to account staff absenteeism).</li> <li>• There will always be a minimum of 3 staff at all times.</li> </ul>	L			L
5. Information relating to pupils	Pupils	<ul style="list-style-type: none"> <li>• Suitable arrangements are in place for Breakfast Club staff to receive adequate information from parents/ school relating to the pupils attending the club i.e. pupil medical, dietary, behaviour or other special needs</li> </ul>	L	Office manager and Health Care Assistant to update every term as standard or update when new contacts are given by parents		L
6. Fire	Pupils and staff	<ul style="list-style-type: none"> <li>• The existing school fire risk assessment has taken in to account Breakfast Club arrangements</li> <li>• All Breakfast Club staff are familiar with the fire evacuation procedure for the premises</li> <li>• Fire drills are conducted with the staff and pupils who attend</li> </ul>	L	There will be a minimum of two Fire drills for OHC only.		L

7. First Aid	Pupils and staff	<ul style="list-style-type: none"> <li>• There adequate numbers of staff in school during Breakfast Club with first aid training.</li> <li>• There are sufficient numbers of first aid kits available</li> <li>• There is a school policy for administrating medicines. This includes parent consent, trained staff to administer medicines and a robust recording system</li> </ul>	L	Update first aid training every 2 years. Ensure key members of staff have Paediatric Training.		L
8. Electrical safety		<ul style="list-style-type: none"> <li>• Arrangements are in place for portable electrical appliances to be PAT tested annually</li> <li>• There are sufficient number of sockets I the room</li> </ul>	L			L
9. Violence		<ul style="list-style-type: none"> <li>• There are expected rules/codes of conduct of behaviour of pupils attending the breakfast club, to include removing pupils from the programme for unacceptable behaviour</li> <li>• Staff are familiar with the reporting incidents of violence.</li> </ul>	L			L
10. Inspections		<ul style="list-style-type: none"> <li>• There is a formal system for reporting health and safety defects</li> </ul>	L			L
11. Welfare facilities		<ul style="list-style-type: none"> <li>• There are adequate toilet facilities</li> <li>• Hand washing facilities are available in the food preparation area</li> </ul>	L			L

12. Cancellation of club		<ul style="list-style-type: none"> <li>• Procedures are in place for cancellation of club</li> </ul>	L			L
13. Food safety		<ul style="list-style-type: none"> <li>• Staff responsible for preparing or handling food have appropriate food safety knowledge/ food hygiene</li> <li>• The school has permission to use the main school kitchen</li> <li>• Breakfast Club food is suitably stored</li> <li>• Foods known to cause allergies are avoided.</li> </ul>	L	All key staff have an up to date Food Hygiene Certificate.		L

<p>14. Late collection of children.</p>		<ul style="list-style-type: none"> <li>• The nominated guardian/parent must supply in writing all details necessary to ensure the safe collection of their child from the Out of Hours Club, this should include: All necessary telephone numbers, Names and addresses of all nominated people they wish to collect the child on their behalf, Names and addresses of a secondary contact they authorise the Out of School Club to contact for the collection of the child.</li> <li>• If in the unlikely event that neither the nominated or the secondary nominated guardian/parent is contactable, a member of staff shall be appointed to remain with the child for a reasonable time (15 minutes), after which time the After School Club shall be left with no alternative but to notify the Local Authority through the First Response Team. <b>For further details please refer to our Out of School Club Policy.</b></li> </ul>	L			L
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15. Are there any other foreseeable hazards associated with running of the Breakfast Club? Yes conditions of toys and equipment		<ul style="list-style-type: none"> <li>All toys and equipment are checked on a daily basis for deterioration and damage. All toys are age appropriate</li> </ul>	L			L
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4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

### 5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

## 6. Assessment

**Signature of Assessor(s):**  
**Print Name: Rachel Wren**

**Signature of Line Manager:**  
**Print Name: Debbie Ridley**

**Date Assessed:**

**Review Date:**

## 7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.