



Breakfast Club Risk Assessment (H&S Update – January 2023)


Operations/Work Activities covered by this assessment:	BREAKFAST CLUB		
Site Address/Location	: St. Peter's C of E Primary & Nursery School	Team:	Mary Brason & Anita Turner
Note: A person specific assessment must be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
Parental Consent	Pupils at Breakfast Club	Parents provide formal consent for their child to attend the breakfast club. The up to date contact details of parents are known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems).	low	low	low	All contact details MUST be kept up to date.	Ruth Howitt	monthly	Ongoing – regular checks	low	med	low

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Security	Pupils staff	The area used by the breakfast club is adequately segregated from the areas being used by cleaners / staff in school. A communication link / phone is available in the area used by the breakfast club. Arrangements are in place for the safety of pupils being 'dropped off' at the breakfast club and between the club finishing and school starting.	low	low	low	The school cleaner has left the building by the time the children arrive. The phone is located in the school office which is next to the hall. Other members of staff regularly walk through the hall. The external doors of the school are locked. Children are met at the main door of the school by the Breakfast Club leader or a member of staff – teacher or TA. Mrs Reeson goes onto the school playground at 8:40 am and the breakfast club leader sees the children onto the playground.	All staff	Daily	ongoing	low	Med	low
Supervision	Pupils	Supervision levels / ratios are appropriate (taking into account staff absenteeism / holidays / sickness). Supervising staff have been DBS checked.	low	low	low	Val Kemm, Linda Dalla Rive or Bev Taafe run the Breakfast Club every day. If any nursery children are attending the club, we ensure that the ratio is 1:8. Otherwise, the staff to child ratio is 1:15. All staff members work in school as midday supervisors or relief midday so are DBS checked.	RH, VK, LDR, BT	Daily	ongoing	low	low	low
Information relating to pupils	Staff, pupils and visitors may receive ill-health as a result of contact with food stuffs.	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, behavioural or other specific needs, i.e. allergies.	low	med	low	Initial consent forms that are sent into school, include details of dietary requirements and food allergies etc.	RH, VK, LDR, BT	Daily	ongoing	low	low	low

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Use of schools own equipment	Staff, pupils and visitors may receive ill-health as a result of contact with contaminated equipment.	A prior formal agreement has been established as to what school equipment may / may not be used by the breakfast club.	Low	Low	Low	The Breakfast Club uses a toaster. This is operated by the member of staff.	VK, LDR, BT	Daily	ongoing	low	low	low
		Breakfast club staff have received training / instruction / information, as appropriate, in relation to the use of school equipment.	Low	Low	Low	The Breakfast Club staff have been shown how to operate the toaster.						
Fire / emergency procedures	Staff, pupils, visitors and members of the public may receive burns, scalds and ill-health effects from smoke inhalation if there are no provisions to fight a fire.	<p>The existing school fire risk assessment been has been reviewed in respect to the breakfast club arrangements.</p> <p>All breakfast club staff are 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.</p> <p>Fire drills are conducted with staff and pupils attending the breakfast club.</p>	Low	Med	Low	<p>Staff have read the school's Fire Risk Assessment</p> <p>All staff are aware of the fire evacuation procedure</p> <p>Fire drills take place during Breakfast Club operating hours.</p>	VK, LDR, BT	Annual	Sept annually			
							Daily	Daily				
							Termly	Termly				

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First aid / administration of medication	Pupils Staff	Sufficient numbers of first aid kits are available.	Low	Low	Low	There are first aid kits in the 3 classrooms that lead from the hall and there is one in the front entrance.	VK, LDR, BT	Daily/ as needed	Staff first aid trained every 3 years as required	Low	Low	Low
		All breakfast club staff are familiar with Accident Reporting procedures.	Low	Low	Low	All accidents are logged onto Scholar Pack.				Low	Low	Low
		Parental consent is obtained prior to medication being administered to pupils.	Low	Low	Low	Phone call home.				Low	Low	Low
		Staff who administer medicines have received appropriate training.	Low	Low	Low	Only prescription medicine or tablets, or Calpol. All staff are first aid trained.				Low	Low	Low
Electrical Safety	Staff	Arrangements are in place for portable electrical appliances to be PAT tested on a periodic basis (Annually).	Low	Low	Low	All electrical items PAT tested annually (toaster) – stickers on plugs show last test date	VK, LDR, BT	Annual as required	ongoing	Low	Low	Low
		Staff are aware to visually inspect portable electrical items for evidence of cable damage / crushing, plug damage, etc.	Low	Low	Low	Any faults or damage will be reported to the Office Manager immediately and the appliance will be put in the school office.				Low	Low	Low
Welfare facilities	Staff pupils	Adequate toilet facilities are available for pupils attending the breakfast club, and these can be supervised easily.	Low	Low	Low	Children use their own class toilets	VK LDR BT	Daily	Ongoing	Low	Low	Low
		Hand washing facilities are available in the toilet facilities and food preparation area.	Low	Low	Low	Sinks in classrooms near toilets The nearest sink to the food preparation area is in one of the 3 classrooms				Low	Low	Low

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Food safety	Staff, pupils and visitors may experience ill-health as a result of contact with contaminated equipment/surfaces or the ingestion of improperly prepared food.	Staff responsible for preparing or handling foods have appropriate food safety knowledge / food hygiene training:	Low	Low	Low	Level 2 Food Hygiene qualification	VK LDR BT	Every 3 years	To be updated asap	Low	Low	Low
		The breakfast club have permission to use the main school kitchen, this has been assessed formally, identifying which equipment may / may not be used, arrangements for cleaning etc.	Low	Low	Low	Freezer in room at rear of staffroom -RofS Food stuffs on shelves in room next to staff room				Low	Low	Low
		There are suitable arrangements for the storage of breakfast club food, including chilled / perishable foods.	Low	Low	Low	All stored on shelves or in cupboards in classrooms				Low	Low	Low
		There are suitable storage arrangements for snacks / packed lunches brought from home for consumption during the school day.	Low	Low	Low	EYFS – fish & eggs				Low	Low	Low
Foods known to cause allergies to pupils are avoided.												
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions						Review Date (<i>Step 5</i>) : 17.01.2024						
Assessors Signature: 		Date: 18.01.2023		Authorised By: Dr P.O'Horan			Date: 18.01.2023					

Potential Severity of Harm	High (e.g. death or 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 requiring first aid)	Low	Low	Medium
	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	
	Likelihood of Harm Occurring			

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category must have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.