

This risk assessment is designed to cover the GENERAL risks arising from after school clubs. **Separate risk assessments should be completed for each activity / club that presents a significant risk.** These should be requested from the external organiser or completed by the school if it is their organised activity. In the case of the latter, information from certain other generic risk assessments including those from the off-site visits policy can be copied from (e.g. PE, Drama etc).

<b>SCHOOL</b> Cantrell Primary School	<b>SECTION/TEAM</b>	<b>DATE OF ASSESSMENT</b> September 2020
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<b>WHO MIGHT BE HARMED?</b> Staff, pupils, volunteers, organisers	<b>HOW MANY ARE AFFECTED?</b> Staff, Children and Parents.
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<b>HAZARDS</b> (including inadequate or lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	<b>✓ if in place</b> <b>✗ if not</b>	<b>WHERE:</b> ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	<b>RESIDUAL RISK RATING</b> High, Medium, Low
<b>Communication</b>	• Are the arrangements for the after school clubs contained in the School's health and safety policy?	Yes	<b>Schools Health and Safety Policy covers all activities linked to in and out of school.</b>	<b>Low</b>
	• Have these arrangements been communicated to all relevant staff?	Yes	<b>Policy on website.</b>	<b>Low</b>
	• Has a complaints procedure been formulated and advertised?	Yes		<b>Low</b>
<b>Parental consent</b>	• Have parents provided formal consent for their child to attend the after school club?	Yes		<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)?	Yes		<b>Low</b>
<b>Security</b>	• Is the means of access to the after school club area security access controlled, including visual control over visitors?	Yes		<b>Low</b>
	• Is access restricted to unauthorised areas of the school premises?	Yes		<b>Low</b>
	• Is the area used by the after school club adequately segregated from areas being used by cleaners / staff in school?	Yes		<b>Low</b>
	• Is a communication link / phone available in the area used by the after school club?	Yes		<b>Low</b>
	• Is a register kept daily of pupils attending the after school club?	Yes		<b>Low</b>
	• Are arrangements in place for the safety of pupils being collected at the end of the after school club?	Yes		<b>Low</b>

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
<b>Selection of rooms for after school club use</b>	<ul style="list-style-type: none"> <li>Are all rooms used by the after school club suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc.</li> </ul>	Yes		<b>Low</b>
	<ul style="list-style-type: none"> <li>Is access restricted to hazardous equipment / substances?</li> </ul>	Yes		<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>	Yes		<b>Low</b>
	<ul style="list-style-type: none"> <li>Have supervising staff been CRB checked?</li> </ul>	Yes		<b>Low</b>
<b>Information relating to pupils</b>	<ul style="list-style-type: none"> <li>Are suitable arrangements in place for after school club staff to receive adequate information from parents / school relating to the pupils attending the club, i.e. pupil medical, behavioural or other special needs?</li> </ul>	Yes		<b>Low</b>
<b>Fire</b>	<ul style="list-style-type: none"> <li>Has the existing school fire risk assessment been reviewed in respect to the after school club arrangements?</li> </ul>	Yes		<b>Low</b>
	<ul style="list-style-type: none"> <li>Are all after school 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>	Yes		<b>Low</b>
	<ul style="list-style-type: none"> <li>Are fire drills conducted with staff and pupils attending the after school club?</li> </ul>	Yes		<b>Low</b>
<b>First Aid / Administration of Medication</b>	<ul style="list-style-type: none"> <li>Are there adequate numbers of after school club staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc)?</li> </ul>	Yes		<b>Low</b>
	<ul style="list-style-type: none"> <li>Are all staff familiar with the City Council's Accident/Work-related illness and Violence to Staff reporting forms?</li> </ul>	Yes		<b>Low</b>
	<ul style="list-style-type: none"> <li>Does the administration of medicines risk assessment take into account the arrangements of the after school clubs?</li> </ul>	Yes		<b>Low</b>
<b>Behaviour</b>	<ul style="list-style-type: none"> <li>Are there agreed rules / codes of conduct for the behaviour of pupils attending the after school club, to include removing pupils from the programme for unacceptable behaviour?</li> </ul>	Yes		<b>Low</b>

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
<b>Cancellation of club</b>	<ul style="list-style-type: none"> <li>• Are procedures in place in case of cancellation?</li> </ul>	Yes		<b>Low</b>
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Have appropriate risk assessments been completed for pupils travelling to off-site venues?</li> </ul>	N/A		/
<p><b>Are there any other foreseeable hazards associated with the GENERAL running of the after school club?</b></p> <p><b>Please circle YES / NO</b></p>	<p><u>List any additional control measures:</u></p>			

**AFTER SCHOOL ACTIVITIES**

All after school activity risk assessments should be listed here and filed with this general copy.

ACTIVITY	ORGANISER	RISK ASSESSMENT COMPLETION DATE	NOTES

**Reference Documents**

- 📄 NCC Extended Schools Toolkit
- 📄 DfES Safe Keeping - A good practice guide for health and safety in study support
- 📄 Teachernet link: [www.teachernet.gov.uk/wholeschool/extendedschools](http://www.teachernet.gov.uk/wholeschool/extendedschools)

<b>ASSESSED BY (Print name)</b> Ralph Surman	<b>SIGNED</b> <i>Ralph Surman</i>	<b>DATE</b> September 2020
<b>LINE MANAGER</b> Debbie Weaver	<b>SIGNED</b> <i>Ralph Surman</i>	<b>REVIEW DATE</b> September 2023