

ESTABLISHMENT/SCHOOL Cantrell Primary School		SECTION/TEAM		DATE OF ASSESSMENT September 2020	
WHO MIGHT BE HARMED? Staff, pupils, volunteers				HOW MANY ARE AFFECTED? Staff, Children and Parents	
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	
	<ul style="list-style-type: none"> Are the arrangements for the breakfast club contained in the School's health and safety policy? 	Yes	Implicit that the Health and Safety Policy covers all school organised activities on-site	Low	
	<ul style="list-style-type: none"> Have these arrangements been communicated to all relevant staff? 	Yes	Policy on website	Low	
Parental consent	<ul style="list-style-type: none"> Have parents provided formal consent for their child to attend the breakfast club? 	Yes		Low	
	<ul style="list-style-type: none"> Are parents' up to date contact details known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems)? 	Yes		Low	
Security	<ul style="list-style-type: none"> Is the means of access to the breakfast club area security access controlled, including visual control over visitors? 	Yes		Low	
	<ul style="list-style-type: none"> Is access restricted to unauthorised areas of the school premises? 	Yes		Low	
	<ul style="list-style-type: none"> Is the area used by the breakfast club adequately segregated from areas being used by cleaners / staff in school? 			Low	
	<ul style="list-style-type: none"> Is a communication link / phone available in the area used by the breakfast club? 	Yes		Low	
	<ul style="list-style-type: none"> Is a register kept daily of pupils attending the breakfast club? 	Yes		Low	
	<ul style="list-style-type: none"> Are arrangements in place for the safety of pupils being 'dropped off' at the breakfast club and between the club finishing and school starting? 	Yes		Low	
Selection of rooms for breakfast club use	<ul style="list-style-type: none"> Are all rooms used by the breakfast club suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc. 	Yes		Low	
	<ul style="list-style-type: none"> Is access restricted to hazardous equipment / substances? 	Yes		Low	

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Supervision	• Are supervision ratios appropriate (taking into account staff absenteeism / holidays / sickness)?	Yes		Low
	• Have supervising staff been CRB checked?	Yes		Low
Information relating to pupils	• Are suitable arrangements 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 special needs, i.e. allergies?	Yes		Low
Use of school's own equipment	• Has prior agreement been established as to what school equipment may / may not be used by the breakfast club?	Yes		Low
	• Have breakfast club staff received training / instruction / information, as appropriate, in relation to the use of school equipment?	Yes		Low
Fire	• Has the existing school fire risk assessment been reviewed in respect to the breakfast club arrangements?	Yes		Low
	• Are all breakfast 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.	Yes		Low
	• Are fire drills conducted with staff and pupils attending the breakfast club?	Yes		Low
First Aid / Administration of Medication	• Are there adequate numbers of breakfast club staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc)?	Yes		Low
	• Is refresher training provided every 3 years?	Yes		Low
	• Are there sufficient numbers of first aid kits available?	Yes		Low
	• Are all breakfast club staff familiar with the City Council Accident Reporting procedures?	Yes		Low
	• Is there a policy for the administration of medication? Are breakfast club staff familiar with the policy?	Yes		Low

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	<ul style="list-style-type: none"> Is parental consent obtained prior to medication being administered to pupils? 	Yes		Low
	<ul style="list-style-type: none"> Have staff who administer medicines received appropriate training? 	Yes		Low
	<ul style="list-style-type: none"> Is there a robust system for recording, and reporting to parents, all medication administered? 	Yes		Low
Electrical Safety	<ul style="list-style-type: none"> Are arrangements in place for portable electrical appliances to be PAT tested on a periodic basis, typically annually? 	Yes		Low
	<ul style="list-style-type: none"> Are there sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical? 	Yes		Low
	<ul style="list-style-type: none"> Are staff aware to visually inspect portable electrical items for evidence of cable damage / crushing, plug damage, etc. 	Yes		Low
Violence	<ul style="list-style-type: none"> Are there expected rules / codes of behaviour for pupils attending the breakfast club, to include removing pupils from the programme for unacceptable behaviour? 	Yes		Low
	<ul style="list-style-type: none"> Are all breakfast club staff familiar with the City Council's Violence to Staff reporting forms? 	Yes		Low
Inspections	<ul style="list-style-type: none"> Are arrangements in place for the rooms used by the breakfast club to be inspected prior to use? 	Yes		Low
	<ul style="list-style-type: none"> Is there a formal system for reporting health and safety defects to the school? 	Yes		Low

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Welfare Facilities	• Are adequate toilet facilities available for pupils attending the breakfast club?	Yes		Low
	• Can the welfare facilities be adequately supervised?	Yes		Low
	• Is hand washing facilities available in the food preparation area?	Yes		Low
Cancellation of club	• Are procedures in place in case of cancellation?	Yes		Low
Food Safety	<ul style="list-style-type: none"> • Have staff responsible for preparing or handling foods appropriate food safety knowledge / food hygiene training: <ul style="list-style-type: none"> ○ Lower risk foods (i.e. toast, cereals) – basic / essential food safety principles to be followed; ○ Higher risk foods (i.e. eggs, meats) – Chartered Institute of Environmental Health (CIEH) Foundation Certificate in Food Hygiene / equivalent 	Yes		Low
	• If the breakfast club have permission to use the main school kitchen, has this been agreed formally, identifying which equipment may / may not be used, arrangements for cleaning etc?	Yes		Low
	• Are there suitable arrangements for the storage of breakfast club food, including chilled / perishable foods?	Yes		Low
	• Are there suitable storage arrangements for snacks / packed lunches brought from home for consumption during the school day?	Yes		Low
	• Are foods known to cause allergies to pupils avoided?	Yes		Low
	• Has a specific risk assessment been carried out for pupils involved in preparing / cooking foods?	Yes		Low

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<p>Are there any other foreseeable hazards associated with the running of the breakfast club?</p> <p>Please circle YES / NO</p>	<p><u>List any additional control measures:</u></p>			
<p><u>Reference Documents</u></p> <ul style="list-style-type: none"> 📄 DfES Safe Keeping - A good practice guide for health and safety in study support 📄 continYou Building Learning Communities - Breakfast Club Plus (www.breakfastclubplus.org.uk) 				
<p>ASSESSED BY (Print name) Ralph Surman</p>		<p>SIGNED <i>Ralph Surman</i></p>		<p>DATE September 2020</p>
<p>LINE MANAGER Debbie Weaver</p>		<p>SIGNED <i>Debbie Weaver</i></p>		<p>REVIEW DATE September 2023</p>