

Risk Management - Assessment Report

Work Area or Activity:	BREAKFAST CLUB
Risk Area:	zz MISCELLANEOUS
Assessment Framework:	BREAKFAST CLUB - NEW
Competent Person	Abby Bassett
Assisted by:	Helen Rutherford JUDY WILLIAMS
Groups Affected:	Parents PUPILS STAFF
Notes:	Reviewed in light of Covid-19 Government guidelines. Risk assessment in place for September 2020.

This is a review of an assessment carried out on 08/03/2006

This is a review of an assessment carried out on 01/01/2010

This is a review of an assessment carried out on 15/04/2015

This is a review of an assessment carried out on 05/12/2019

Assessed on:	24/08/2020	Risk Rating: Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
To be Reviewed on:	30/07/2021	

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Have you registered the breakfast club with your District Council's, Environmental Health Department? This is a requirement under the Food Premises(Registration) Regs.1991.		Yes	Severity:1 Likelihood:1 Risk Rating:1
Have you adequate external lighting for winter months?	Security lighting provides adequate external lighting	Yes	Severity:2 Likelihood:1 Risk Rating:2
Have you adequate staff for the number of participants?	Pupil/staff ratios maintained.	Yes	Severity:2 Likelihood:1 Risk Rating:2
Is there a First-Aider present at each session?	Helen Rutherford is paediatric first aider. Additional first aider on site if needed.	Yes	Severity:2 Likelihood:1 Risk Rating:2
Is the Fire Drill and training carried out during the breakfast club?	Part of annual fire drill procedures.	Yes	Severity:2 Likelihood:1 Risk Rating:2
Is there a suitable fire extinguisher and fire blanket available?	All extinguishers checked as part of annual servicing.	Yes	Severity:2 Likelihood:1 Risk Rating:2

Have staff been trained to move tables and chairs correctly?	Training as part of whole school Health and Safety training. H & S policy in place and reviewed.	Yes	Severity:2 Likelihood:1 Risk Rating:2
Do persons in charge hold the basic food hygiene certificate?	Judy Williams and Helen Rutherford hold current Food and Safety Hygiene.	Yes	Severity:2 Likelihood:1 Risk Rating:2
Has a person been nominated to clear up spillages	All staff responsible for initial clearing of spillages. Member of staff nominated to liaise with school caretaker.	Yes	Severity:2 Likelihood:1 Risk Rating:2
Do you use only paper towels and mop to clear up spillages (no chemicals)?		Yes	Severity:1 Likelihood:1 Risk Rating:1
Are pupils supervised by parents or in the case of older children a responsible adult until a member of the school staff arrives?	Parents are advised to not be left and supervised by parent/carer until a member of staff is available to supervise (8am).	Yes	Severity:2 Likelihood:2 Risk Rating:4
Are arrangements in place for washing, sterilising crockery etc.?	Use of dishwasher in the kitchen. Follow the food hygiene procedures.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Are arrangements adequate to return the hall to normal use if used for other purposes other than a dining hall?	Part of breakfast club staff duties.	Yes	Severity:2 Likelihood:1 Risk Rating:2
Activities suitable for all ages	Pupils briefed on the safe use of toys/equipment. Pupils supervised at all times. Equipment checked by breakfast club staff members.	Yes	Severity:2 Likelihood:2 Risk Rating:4

Covid-19 arrangements	<p>Parent surveys (July 2020) indicated that parents would like breakfast club in September. Parent guidance shared in July and reminded prior to re-opening in September.</p> <p>Staff running breakfast club have been briefed and been provided with updated risk assessment. Parents and children to line up outside of the hall socially distanced (at least 2 metres apart).</p> <p>Each year group to be allocated a table/area where year group bubbles can be maintained. Children to wash hands upon arrival and use hand sanitiser in the hall where needed. Staff to frequently wash hands/use hand sanitiser/use gloves frequently, especially between interacting between groups.</p> <p>Children to eat and play at allocated tables. Staff to take food to the tables rather than children coming up. Tables to be adequately spaced apart.</p> <p>Equipment not to be shared with other year groups during session and cleaned after session. Tables to be cleaned after use with cleaner provided in the hall. Staff to take year group bubbles to their class at staggered drop off times (avoid other year group bubbles).</p> <p>Staff to maintain a distance of 2 metres, where possible, away from the children.</p> <p>All cutlery and tableware to be cleaned with the dishwasher after use.</p> <p>Encourage parents to pay online (rather than handling money) - use of SchoolMoney APP online. Also refer to and follow in accordance with whole school CV19 risk assessment.</p>	Yes	Severity:3 Likelihood:2 Risk Rating:6
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Abby Bassett

Signed

Dated

Co-ordinator

Signed

Dated

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