

Breakfast at Trinity's Risk Assessment

Activity: Breakfast Club	Site: Trinity St Mary's C of E Primary School, Trinity Square, South Woodham Ferrers, Essex CM3 5JX		
People at Risk: Staff, children, visitors	Additional Information: <ul style="list-style-type: none"> Terms and conditions available on school website www.trinitystmarys.com COSHH risk assessments/safety data sheets 		
Completed by : Mrs S Stamp, School Business Manager		Signed and dated:	
Authorised and reviewed by: Mr M Williams, Headteacher		Signed and dated:	
Review date: December, 2019			

Hazards	Existing Control Measures	Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Health and Safety	<ul style="list-style-type: none"> Breakfast Club is covered by the school health and safety policy 	L	
Drop off arrangements	<ul style="list-style-type: none"> Children are under parental supervision until they are directly handed over to staff. Parents drop off children from 7.30am, children will not be received earlier 	L	
Information relating to pupils	<ul style="list-style-type: none"> Parents are required to complete a registration form prior to the child attending breakfast club which includes contact and medical details 	L	
Security	<ul style="list-style-type: none"> CCTV covers the entrance door to the school hall where breakfast club is to be held Access to the hall required the door to be opened from the inside, access cannot be gained from the outside without a key Visitors can be clearly seen from the glass doors Staff ensure their mobile phones in the venue in case of emergency 	L	
Emergency arrangements	<ul style="list-style-type: none"> A register of children attending the club is kept 	L	

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	<ul style="list-style-type: none"> • Contact details are provided on the registration form and terms and conditions require that the parent/carer informs the school of any changes • The school office requests updated contact forms to be completed annually and any changes are communicated to breakfast club • A protocol is in place to deal with evacuation in an emergency. Details are recorded in the school fire risk assessment. Fire drills are carried out on a termly basis. Fire alarm, emergency lighting and extinguishers are in place and serviced as part of the school contract • Appropriately trained first aiders and fire wardens are provided. A member of staff who has completed the full 12 hour paediatric first aid course is on site at all times 		
Poor housekeeping/maintenance	<ul style="list-style-type: none"> • Safety checks are undertaken each morning prior to use to ensure the facilities are good order e.g. no spillages on floor • Defects are reported to office staff to be recorded in the site manager action book. Items are taken out of use if necessary • Statutory maintenance checks such as water hygiene, electrical testing etc are undertaken as part of school contract. PAT testing is carried out annually 	L	
Safeguarding/Supervision	<ul style="list-style-type: none"> • All staff has an enhanced DBS checked against children, and been subject to rigorous pre-employment check • A designated safeguarding officer has been appointed within the school. • Staff have received training in safeguarding • Supervision ratios are adequate, taking into account the age, number and needs of individual pupils 	L	
Food safety and preparation	<ul style="list-style-type: none"> • All staff involved in handling or preparation of food have undertaken food hygiene training • Appropriate kitchen facilities are provided, including a fridge, microwave etc. Children are prevented from accessing this area • Cloths/paper towels are available to deal with food spillages 	L	

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Medication/ allergies	<ul style="list-style-type: none"> • Where possible, medication is given to children by parents out of school hours • The school's medication policy is followed and parental consent forms are provided where medication is required • Children with allergies are identified and all staff are made aware of this 	L	
Use of chemicals	<ul style="list-style-type: none"> • Cleaning products which are available have current safety data sheets and COSHH risk assessment in place. Relevant personal protective equipment (PPE) is provided. E.g. gloves. • All cleaning products are kept in a locked storage area. 	L	