

B and T Risk Assessment

ACTIVITY: Breakfast and Tea club club				
DATE OF ASSESSMENT:		May 2022		
WHO MIGHT BE HARMED? Pupils and Employees.				
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	√ if in place X if not	ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
Parental consent	Have parents provided formal consent for their child to attend the club?	√		Low
	Are parents' up to date contact details known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems)?	√	Contact details reviewed half termly by admin staff	Low
Security	Is the means of access to the club area security access controlled, including visual control over visitors?	√		Low
	Is a communication link / phone available in the area used by the club? Phone in Head's office. Phone just inside the Reception office. Phone in staff room.	√	Phone in admin office,Head's office and staffroom. Entry access in admin office	Low
	Is a register kept daily of pupils attending the club?	√		Low
	Are arrangements in place for the safety of pupils being 'dropped off' and collected?	√	Children to be dropped off at 8.00am at front gate and met by a member of staff and collected at front gate – handed over to adult collecting at front gate	Low

B and T Risk Assessment

Selection of rooms for B and T Club use	Are all rooms used by the B and T Club suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc	√	For additional RA see main school RA and FSU specific RA	Low
Supervision	Are supervision ratios appropriate (taking into account staff absenteeism /holidays / sickness)? } Have supervising staff been DBS checked?	√	Ratios are appropriate for age groups. Level 3 member of staff on site at all times for Under 5's	Low
Information relating to pupils	Are suitable arrangements in place for 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?	√	All information kept up to date as possible and shared with all staff.	Low
Use of school's own equipment	Has prior agreement been established as to what school equipment may / may not be used by the club?	√	Budget has been set aside for staff to purchase equipment specifically for use for B and T club. All school equipment also available for use – staff to follow specific RA for these areas- Whole school or FSU.	Low
First Aid / Administration of Medication	Are there adequate numbers of club staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc?	√	All staff have had first aid/ paediatric first aid training.	Low
	Is refresher training provided every 3 years?	√	Yes	Low
	Are there sufficient numbers of first aid kits available?	√	In every room	Low
	Is there a policy for the administration of medication? Are club staff familiar with the policy?	√	Up to date policy in place and shared	Low

B and T Risk Assessment

	Is parental consent obtained prior to medication being administered to pupils?	√	Yes – and signed.	Low
Electrical Safety	Are arrangements in place for portable electrical appliances to be PAT tested on a periodic basis, typically annually?	√	Yes – see H and S file	Low
	· Are there sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical?	√	Yes	Low
	Are staff aware to visually inspect portable electrical items for evidence of cable damage / crushing, plug damage, etc.	√	Yes	Low
Inspections	Are arrangements in place for the rooms used by the club to be inspected prior to use?	√	Member of staff working checks each area to be used each day	Low
	Is there a formal system for reporting health and safety defects?	√	Defects reported to caretaker via blue book and to Head Teacher verbally.	Low
Welfare Facilities	Are adequate toilet facilities available for pupils attending the club?	√	Depending on area used closest toilets can be used.	Low
Food Safety	Have staff responsible for preparing or handling foods appropriate food safety knowledge / food hygiene training? Low Are there suitable arrangements for the storage of club food, including chilled / perishable foods? Are foods known to cause allergies to pupils avoided?	√	Food not served at present, occasionally cooking is done with the children. All staff have food hygiene training and certificates. Any food stored correctly in school kitchen.	Low
ASSESSED BY :Karen Reeves		SIGNED:  Date: 24.5.22		

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