

Risk Assessment for Chenies School Breakfast Club – 3rd December 2021

The assessment covers five sections:

Section 1 – Operations

Section 2 – Staff

Section 3 – Health and Safety

Section 4 – Reputation

Section 5 - Financial

No	Hazard/ Activity	Persons at Risk	How Harmed	Control Measures	Residual Risk Rating	Comments Actions
Section 1	Operations					
1.1.	Parental Consent and emergency contact details	Pupils	Inability to contact parents in an emergency	Parents will need to sign a consent form prior to pupils being able to attend the breakfast club. This will include a record of emergency contact details.	Low	
1.2.	Pupil's arrival at School	Pupils	Children being present in school without supervision	Parents will be required to bring their child/ children into the school hall through the main hall door and ensure their child is signed in.	Low	The main school gate will be open from 7.40am until 8.10am. Note the turning circle will not be in operation until 8.30am
1.3.	Rooms for Breakfast Club use	Pupils Staff		The hall and main kitchen will be available for use. The hall will be cleaned in the evening. Five tables to be set up by the caretaker in the morning	Low	

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1.4.	Equipment for children to use	Pupils	Children not having equipment to play with	Board Games can be used –These should be stored in a box in the back kitchen lobby area. Laptops may be used for children to access Homework/Doodle Learning Books can be read Writing / Drawing materials will be made available	Low	
1.5.	Transition to school	Pupils	Children wandering off and unsupervised	At 8.30am the children will line up in their classes and be taken to their classrooms by the breakfast club staff	Low	
1.6.	Cancellation of club	Parents Pupils	Parents without childcare	In the event of the club having to be cancelled we will endeavour to provide as much notification as possible but at the latest will send a text by 7.10am on the morning of the cancellation.	Low	
Section 2	Staff					
2.1	Supervision Ratios	Pupils	Lack of supervision.	There will always be two members of staff present to supervise the children.	Low	
2.2	Staff Absence	Pupils	Lack of supervision.	If a member of staff is absent supply cover will be arranged by asking existing staff to volunteer for additional hours. In the event of additional staff not being available the club could operate with one member of breakfast club staff and the headteacher or senior teacher present	Low	

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2.3	Information relating to pupils	Pupils Parents	Loss of Data	Data about pupils and contact details will be stored securely on the school's SIMS system	Low	
Section 3	Health and Safety					
3.1	Welfare Facilities	Pupils Staff		Children will be able to use the toilets outside Van Gogh classroom Staff will have access to the toilets at the back of the kitchen area.	Low	
3.2	First Aid / Administration of Medication	Pupils Staff	Medical injury	There will be at least one paediatric-trained member of staff on duty. Medication will only be administered where a consent form has been completed by the child's parent and in line with our supporting pupils with medical conditions policy First Aid bags (which include children's inhalers) will be left in the hall at the end of each school day ready for use at breakfast club.	Low	
3.3	Eating	Pupils	Choking	All pupils will be reminded of the expectation to be seated when eating and that they should not talk with food in their mouths.	Low	

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3.4	Electrical Safety	Pupils Staff	Injury caused by electrical fault	Arrangements are in place for portable electrical appliances to be PAT tested annually. Toast will be made using a toaster in the kitchen and staff will visually inspect it for evidence of cable damage / crushing, plug damage, etc	Low	
3.5	Fire	Pupils Staff	Injury Smoke Inhalation	Children and staff will follow normal school procedures. All children and staff will exit the hall and assemble on the field. First Aid bags will be taken outside	Medium	
3.6	COVID	Pupils Staff	COVID Infection	The current COVID risk assessment will be followed. Children will be reminded about good hygiene practice.	Low	
3.7	National Lockdown due to COVID	Parents Pupils	School not open for all pupils	Breakfast club will still operate for those children eligible to attend school eg: key worker children	Low	
3.8	Food Preparation	Pupils	Food poisoning	Only lower risk foods (i.e. toast, cereals) will be served – basic / essential food safety principles to be followed	Low	

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				At least one member of staff will have the level 2 food hygiene certificate		
3.9	Food Storage	Pupils	Food poisoning	Any food which needs to be kept refrigerated will be kept in the fridge in the main kitchen. Cereals will be stored in plastic boxes in the kitchen.	Low	
3.10	Spillages	Staff Pupils	Slips and falls	Monitor floor surface, Mop up any spillages, Use wet floor signage	Low	
3.11	Bumps or Falls	Children	Injury to child	Minimise opportunities by ensuring children are engaged in activities. Reinforce the expectation that children need to walk when in the hall.	Low	
	Section 4	Reputation				
4.1	Wrap Around Care	The number of pupils on roll	Parents will not choose to send their children to our school	Providing a breakfast club	Low	The provision of wrap around care is an influencing factor when choosing a school. If the number of children on our roll falls this has a negative impact on the school budget and the opportunities we can provide our children.

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	Section 5	Financial				
5.1	Costs exceed Income	Pupils	Fewer resources in the budget for additional items.	<p>We have set the initial cost at a level which we have calculated will mean staffing costs are covered as a minimum. If numbers increase above our predicted minimum the charge should generate a small surplus for the benefit of the school.</p> <p>A review of income and expenditure will take place termly to ensure sustainability of provision.</p>	Low	The breakfast club is not allowed to run at a deficit. Any shortfall would need to be made up by increasing the amount charged or reducing costs.