



## ST ANTONY'S BREAKFAST CLUB RISK ASSESSMENT



<b>Assessment conducted by:</b> <b>Head Teacher</b>  <b>Designated Safeguarding Lead</b>  <b>School Health and Safety Lead</b>	<b>Role:</b>  <b>Leadership</b>  <b>AAHT &amp; Inclusion /SENCO</b>  <b>Office Manager &amp; H&amp;S Lead</b>	<b>Who is covered by this assessment:</b>  <b>All staff and pupils in Breakfast Club</b>
<b>Date of assessment: Sept. 2022</b>	<b>Review interval: Annually</b>	<b>Date of next review: July 2023</b>
<b>Related School Documents</b>		
<b>Health and Safety Policy, School Emergency Incident Procedure, First Aid Policy, National Curriculum, LBN Risk Assessment (Newham).</b>		



<b>Risk Rating</b>	<b>Chances Of Occurrence</b>	<b>Probable</b>	<b>Possible</b>	<b>Unlikely</b>
<b>Likely impact</b>	<b>Major</b> Causes major injury, disability or ill-health- high risk factor.	<b>High (H)</b>	<b>High (H)</b>	<b>Medium (M)</b>
	<b>Serious</b> Causes injury requiring medical treatment.	<b>High (H)</b>	<b>Medium (M)</b>	<b>Low (L)</b>
	<b>Minor</b> Causes injury requiring first aid treatment	<b>Medium</b>	<b>Low</b>	<b>Low</b>

Possible Hazards/Issues	Existing Control Measures	Person Responsible	Risk Rating
<b>Insufficient Pupil Parental/Carer Information</b>	All parents required to complete Breakfast Club Pupil Membership Form including relevant contact details.	Breakfast Club Lead Parents & Carers	Low
<b>Possible contact with and spread of Covid-19 infection via Parents/ Carers, Staff and Children</b>	School's RAG Rated Covid-19 Risk Assessment and Visitors Risk Assessment on school website. Covid-19 Cleaning Regime and Protocols implemented daily by Site and BC staff. Children temperature checked and sanitised upon arrival daily. Children to wash hands/Sanitise after Breakfast Club daily.	Head Teacher & SLT Breakfast Club Lead, staff and Site Manager Parents & Carers Pupils	Medium
<b>Security, Supervision and Safeguarding</b>	Children registered and collected daily by Breakfast Club Lead and Staff via the KS2 gate daily. Children led to dinner hall and are fully supervised by DBS checked staff; supported by volunteers. Children supported and supervised throughout club session from 8am-8:45 with minimum ratio of 1:10 although statutory ratio of 1:30 applies once a teacher or HLTA is present. Children led to lines or classes by Year 6 Monitors or staff at the end of Breakfast Club each morning.	Breakfast Club Lead, staff and Site Manager Parents & Carers Pupils Year 6 Monitors	Low
<b>Food Safety</b>	At least 1 member of Breakfast Club Staff has Food Hygiene Certificate. Food stored appropriately in kitchen or other designated cupboards/ Fridge or areas. Food allergy details obtained from parents & observed daily-details kept on file using Breakfast Club Information Sheet.	Breakfast Club Lead, staff and Site Manager Parents & Carers Pupils	Low
<b>Health and Safety &amp; First Aid Administration</b>	Breakfast Club Staff includes trained on fire evacuation staff, First aid trained staff with kit located in the hall. At least 1 Breakfast Club Staff must be fully 3 day First Aid Trained	Breakfast Club Lead, staff and Site Manager	Low
<b>Possible Accidents and Emergencies Slips, Trips and Falls or Choking</b>	Site Manager and Breakfast Club Staff to ensure floor is clean and cleared of any spillages immediately. Ensure food waste such as banana and other fruit peel are disposed of in bins. Monitor children closely while eating to prevent choking hazards. Apply appropriate first aid if accidents occur.	Breakfast Club Lead, staff and Site Manager	Low
<b>Pupils Presenting with inappropriate behaviour</b>	The school's established Behaviour Policy is applied daily during Breakfast Club. Dojo and Table Points awarded daily and weekly awards to best behaved children given each Friday.	Head Teacher & SLT Breakfast Club Lead, Pupils and Parents	Low