



ST ANTONY'S BREAKFAST CLUB RISK ASSESSMENT



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



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

Possible Hazards/Issues	Existing Control Measures	Person Responsible	Risk Rating
Insufficient Pupil Parental/Carer Information	All parents required to complete Breakfast Club Pupil Membership Form including relevant contact details.	Breakfast Club Lead Parents & Carers	Low
Possible contact with and spread of Covid-19 infection via Parents/ Carers, Staff and Children	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
Security, Supervision and Safeguarding	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
Food Safety	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
Health and Safety & First Aid Administration	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
Possible Accidents and Emergencies Slips, Trips and Falls or Choking	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
Pupils Presenting with inappropriate behaviour	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