

Sun Academy Bradwell Care Club

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Parental consent	Pupils Staff	No information	<ul style="list-style-type: none"> Parents have provided formal consent for their child to attend care club, booking them into the provision Parents' up to date contact details are known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems) and updates are provided. This is mainly accessed via the academy Bromcom system with contacts stored in the care club mobile phone. There are at least 2 emergency contacts listed on the child's profile so someone else can be contacted if the first contact is missed, especially if in an emergency. 	LOW	✓	
Security	Pupils Staff	Unauthorised entry	<ul style="list-style-type: none"> The means of access to the care club area is via a locked external door, parents must use the doorbell to gain attention Access is restricted to unauthorised areas of the school premises. A daily register is kept of pupils attending the care club, using the academy booking system Arrangements are in place for the safety of pupils being dropped off and collected for care club. The wider school doors will not yet have opened, reducing risk Parents will not enter the building for drop off or collection unless they need to speak privately to a staff member. Adults must then be signed in and escorted by a staff member 	LOW	✓	

Child collected by an unauthorised person	Pupils	Missing child	<ul style="list-style-type: none"> • Care club staff are familiar with parents and carers due to being employed by the academy • Contact/collection information is available via Bromcom • Password system used for younger pupils who may be unable to explain who adult is • Parent must inform staff if someone new is collecting their child, photograph may be shared • Parents must inform the academy if any person authorized for collection changes, including any court orders or restrictions • Child will be signed out of care club so a record of person collected is available • Challenge will be given to any adult that may not be in a suitable state to collect a child e.g. may appear under the influence of drugs or alcohol. There will always be a member of the safeguarding team on site and an allocated person available via phone. Staffordshire safeguarding procedures will be followed 	LOW	✓	
Child not collected	Pupil	Child not collected	<ul style="list-style-type: none"> • Care club has a mobile phone with number shared with parents for any emergency and can be used if a parent will be late collecting e.g. local accident, family event • If a child is not collected by closing time, all contacts listed on the child's record will be attempted • If no contact is achieved, Staffordshire Safeguarding Team will be contacted along with the police. 	LOW	✓	

Selection of rooms for care club use	Pupils Staff	Unsuitable room	<ul style="list-style-type: none"> All rooms used by the care club are suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc. Access is restricted to hazardous equipment/substances. 	LOW	✓	
Supervision	Pupils Staff	Lost Pupil Harm to Pupil	<ul style="list-style-type: none"> Supervision ratios are appropriate (taking into account staff absenteeism/holidays/sickness). Staff are appropriately qualified to work within the care club provision 	LOW	✓	
Information relating to pupils	Pupils Staff	Leading to behavioural problems, medical problems	<ul style="list-style-type: none"> Suitable arrangements are in place for care 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. Forms are reviewed on an annual basis and parents within the academy are reminded at points within the year to keep pupil information up to date. This can be done via the academy office or via the MCAS APP Staff are employed Play Workers through the school. There is a procedure in place to support care club if online systems fail (e.g. no internet access) so that pupil information can still be accessed 	LOW	✓	
Use of equipment	Pupils Staff	Breakages, unfamiliar with equipment	<ul style="list-style-type: none"> All staff are competent in relation to the use of school equipment and platforms Staff have appropriate training so that they can access platforms that contain information relevant to the children e.g. Bromcom, CPOMS 	LOW	✓	

Fire	Pupils Staff	Trapped, Burns, Death	<ul style="list-style-type: none"> • The existing school fire risk assessment has been reviewed in respect to care club arrangements. • All staff are familiar with the fire evacuation procedures for the premises, fire assembly point, responsibility for contacting the emergency services, etc. • Care club have a mobile phone that can be used in the event of an emergency that means staff will be able to exit the building with the children • The space used by care club is minimized to a corridor within the academy, reducing length of the sweep • Any staff members within the building in the event of a fire alarm will support the fire procedures with care club • Fire assembly point is the KS1 yard 	LOW	✓	
First Aid/ Administering Medication	Pupils Staff	Pupil falling ill, injury Incorrect medicine given Incorrect dosage given Not following dispensing guides	<ul style="list-style-type: none"> • There are adequate numbers of care club trained to an appropriate level of first aid. There is always a staff member trained in pediatric first aid due to the age of pupils offered the provision. • Refresher training is provided every 3 years. • There are sufficient numbers of first aid kits available. • All staff are familiar with the school's Accident Reporting procedures. • There is a policy for the administration of medication and staff are familiar with the policy (this is the same as the academy procedure) • Parental consent must be obtained prior to medication being administered to pupils using the academy procedure • Staff who administer medicines must have received appropriate training. • There is a robust system for recording, and reporting to parents, all medication administered and accidents 	LOW	✓	

Food and Drinks Food allergies	Pupils	Allergies Allergic reactions	<ul style="list-style-type: none"> • Play workers are aware of pupil's allergies via the academy procedures and systems • A range of food and drink is available to children and support any allergies and dietary requirements • All pupils with known food allergies will have their information displayed and what allergies they are known to have, and medical information (this is kept in the corner of the kitchen in the room where care club is held) • Food served in the breakfast and after school club will be checked against their allergen content. 	LOW	✓	
Electrical equipment and appliances	Pupils Staff	Electrocution, shock etc.	<ul style="list-style-type: none"> • Arrangements are in place for portable electrical appliances to be PAT tested on a periodic basis, typically annually in line with the academy compliance cycle • There are sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical. • Staff members are aware to visually inspect portable electrical items for evidence of cable damage/ crushing, plug damage, etc. 	LOW	✓	
Activities	Pupils Staff Others	Slips, trips, falls Injuries Collisions	<ul style="list-style-type: none"> • Ensure appropriate clothing and footwear is worn by the pupils for the activities. • The appropriate space is available, well-lit and clear of obstruction. • Any equipment used for the activities is in good condition. • Appropriate supervision is provided for the activity. • Activities are suitable for the age and ability of the pupils taking part. • Team games are carried out by pupils of the same age and ability. 	LOW	✓	

			<ul style="list-style-type: none"> Activities will be tidied away appropriately to reduce slip and tripping hazards as much as possible Children will not run around room where tables and benches are to avoid tripping over legs of equipment When outdoors, appropriate clothing will be worn. This includes sun hats and suncream in warmer weather. Children will have access to places with shade and water access, 			
Control for hand hygiene	Pupils Staff	Contamination to food	<ul style="list-style-type: none"> Washroom facilities are available close to the location of care club Hand washing instructions located in all washroom areas. Staff to wash hands in washbasin located in the kitchen before handling or serving food. Staff have relevant food hygiene training Cleaning of surfaces will take place before preparing and serving food using the cleaning procedures for the academy 	LOW	✓	
Cleaning fridges	Pupils Staff	Bacteria Infections	<ul style="list-style-type: none"> The fridges will be checked on a weekly basis for any food which has reached its sell / use by date. Fridges will be wiped down on the inside on a weekly basis and a more in depth clean carried out every half term. Spilt food will be cleaned up immediately. Suitable cleaning detergent will be used. A record of this will be kept in line with food hygiene standards 	LOW	✓	
Chilled food monitoring	Pupils Staff	Bacteria Infections	<ul style="list-style-type: none"> The fridge temperatures are checked and recorded on a daily basis and must be 8°C or below. If they are higher than 8°C all food kept within the fridge must be disposed of immediately and not used. Regular checks carried out on stock and best before / use by dates. 	LOW	✓	

			<ul style="list-style-type: none"> Food sources coming close to these dates must be kept at front of fridge to be used first. A record of this will be kept in line with food hygiene standards 			
Cleaning food cupboards	Pupils Staff	Bacteria Infections	<ul style="list-style-type: none"> All food cupboards will be deep cleaned on a termly basis. Stock rotation in place for best before / use by dates. 	LOW	✓	
Toasters	Pupils Staff	Fire Smoke	<ul style="list-style-type: none"> Toasters will have the crumb tray emptied on a regular basis. 	LOW	✓	
Microwave	Pupils Staff	Bacteria Infections	<ul style="list-style-type: none"> The microwave will be used in accordance with instructions from manufacture. Food will be temperature checked prior to serving. Microwave to be cleaned out after use using a suitable detergent. 	LOW	✓	
Crockery and utensils	Pupils Staff	Bacteria Infections Cuts/grazes	<ul style="list-style-type: none"> All crockery and utensils used will be cleaned with a suitable cleaning detergent after use and air dried or dried using a clean cloth. Staff never leave sharp utensils unattended and in reach of children (food is prepared in the kitchen which is out of bounds to children) Sharp utensils will be stored safely once used and washed (in drawers in kitchen) 	LOW	✓	
Food Served	Pupils Staff	Allergies Bacteria	<ul style="list-style-type: none"> All food served will be checked prior to use for use by / best before dates. Pupils information checked for allergies before serving Hot food served must reach required temperature and this is carried out using a temperature probe (this is usually only part of cooking activities) 	LOW	✓	

Cleaning Floor Surfaces	Pupils Staff	Bacteria Slip hazard	<ul style="list-style-type: none"> Floor surfaces must be cleaned on a daily basis using a suitable cleaning detergent. A designated mop for kitchen area only to be used. Any spillages will be reported and cleaned immediately. A wet floor sign will be used to indicate a slippery surface If significant, the wet area will be cordoned off for children and staff access 	LOW	✓	
Pest control	Pupils Staff	Bacteria Infections	<ul style="list-style-type: none"> Signs of any pests are reported to the Site Manager immediately and pest control to be informed. 	LOW	✓	
Pupils behaviour	Pupils Staff	Injury Upset	<ul style="list-style-type: none"> Rules and expectations with children will be set and reviewed regularly. These will be in line with the academy behaviour policy Any child not behaving appropriately will be collected and a discussion around care club access will be held with the parent and senior leader Rules to specific games will be explained to pupils and will be appropriately supervised to ensure these are followed 	LOW	✓	