

Ali's Out of School Clubs Risk Assessments

Area Assessed: School Hall

Date Assessed: October 2018

Date to be Reviewed: October 2019

Assessed by: R Hind

| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|-----------------------------|--|---|--------------------------------|---------|----------------|
| Fire doors being obstructed | Children/staff/visitors by not being able to leave in an emergency | Nothing to obstruct doors at any time. Children are not permitted to play on or in front of doors | | | |
| Club storage cupboard | Children by objects/equipment falling on them | No children allowed in cupboard. Cupboard to be locked when not in use (key on club keys and stored in school office out of club hours) | | | |
| Club storage cupboard | Adults by objects/equipment falling on them or by falling by climbing to reach top shelves | All staff responsible for putting equipment away properly by putting heavy equipment on bottom shelves and ensuring equipment is on shelf properly so it does not risk falling off. If equipment can not be reached comfortably by a member of staff then ladders must be used. | | | |
| Ladders | Staff by falling from them | Ladders to be kept in the clubs storage cupboard behind door and held securely by a locked chain (key in school office). Ladders to be erected properly by ensuring they | | | |

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| | | are locked in properly and only to be used when a second member of staff is on hand to hold them so they do not slip. Children are not permitted to use ladders at any time. | | | |

Ali's Out of School Clubs Risk Assessments

Area Assessed: Toys and Equipment

Date Assessed: October 2018

Date to be Reviewed: October 2019

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| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|------------------------------------|---|--|--------------------------------|---------|----------------|
| Damaged/broken toys and equipment | Children/staff by being injured by broken and damaged toys and equipment | All toys and equipment to be checked for damage before each use and taken away so children cannot use them. Staff must notify the person in charge and if the item is deemed unsafe and cannot be fixed then it must be disposed of. | | | |
| Dirty toys and equipment | Children through the spread of germs | Toys and equipment to be cleaned during every Holiday Club. Dressing up clothes to be washed in kitchen washing machine. | | | |
| Unsafe usage of toys and equipment | Children/staff and visitors by being injured by toys and equipment being used unsuitability | Staff to supervise children at all times and if the children are seen using the toys and equipment then staff must guide the child on how to use it sensibly and safely. If this is not achieved then the child must be taken away from the situation or the toys/equipment accordingly. | | | |
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|----------------------|--|--|--|--|--|
| School gym Equipment | Children by falling from them | No children to play on or behind them at anytime | | | |
| School PE Cupboard | Children by objects/equipment falling on them | No children permitted to go in cupboard at anytime | | | |
| Stacked Chairs | Children/staff/visitors by falling off them or by chairs falling on them | Chairs only to be stacked no more than 4 chairs high. Staff to ensure children to not climb on stacked chairs or under them | | | |
| Scissors | Children/staff being cut | Children are closely supervised during use and only use children's scissors. Children reminded to keep away from fingers and to cut away from themselves. No children to run with scissors and if walking with them to hold closed by the blades. If 'awkward' cutting is required then staff must do this | | | |
| Glue | Children by consuming glue | Only child safe PVA glue to be used. Children are reminded not to eat or sniff the glue. Hands are washed | | | |

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| Paints | Children by consuming paint and children and staff/visitors by slipping on spillages | Children reminded not to eat paint. Only child suitable paints are to be used. Any spillages are promptly cleaned up and a wet floor sign is put down | | | |
| Electrical equipment (CD Player, TV, Computer, Consoles) | Children/staff by electrocution | No liquids to be near equipment | | | |

Ali's Out of School Clubs Risk Assessments

Area Assessed: Toilets (Year 1 Block)

Date Assessed: October 2018

Date to be Reviewed: October 2019

Assessed by: R Hind

| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|-----------------------------|--|--|---------------------------------------|----------------|-----------------------|
| Lost child | Any child allowed to go to the toilet unattended then leaving the school or getting lost in the building | Any child of 7 and under are to be accompanied to the toilet by a member of staff. Junior age children are permitted to go to the toilet unsupervised but must tell staff where they are going, staff to note how long the child has been at the toilet, if the child has not returned after 5 minutes they must go and check their whereabouts. If child is feared lost then refer to the Lost child procedure also the Security Risk Assessment. Staff to take regular head counts | | | |
| Strangers | Any child by being taken by an unauthorised person or being in contact with a stranger | Staff to be aware of who is in the building at any time. Children not to be permitted to the toilet on their own if a visitor or other parents are in the building. A member of staff must go with them. Refer to Security Risk Assessment | | | |

Ali's Out of School Clubs Risk Assessments

| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|-------------------------------------|---|---|---------------------------------------|----------------|-----------------------|
| Spilled water/liquids | Children/staff by slipping and falling | Any spillages to be cleaned up promptly and a wet floor sign put up. Staff to check for spillages regularly. Toilet spillages to be cleaned up with red mop from staff toilet located in Year 1 | | | |
| Bodily fluids (urine, soils, blood) | Children/staff through spreading of germs | Bodily fluids must be cleaned up promptly with red mop from Year 1 staff toilet. Staff must wear disposable gloves when coming into contact with bodily fluids. Any materials that come into contact with fluids must be disposed of in bins located in Year 1 staff toilet in a yellow bag | | | |

Ali's Out of School Clubs Risk Assessments

Area Assessed: Outdoors (Year 1)

Date Assessed: October 2018

Date to be Reviewed: October 2019

Assessed by: R Hind

| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|--------------------------------|---|---|--------------------------------|---------|----------------|
| Gates being left open/unlocked | Children may leave unnoticed or strangers may enter unauthorised | Gates must be closed at all times. Regular head counts are taken by staff and staff must know how many children are outside | | | |
| Toileting | Children by going missing or being injured in toilets because they are unsupervised | All children under the age of 7 must be accompanied to the toilet. Junior children can go unsupervised but staff must note how long they have been and if they have not returned within 5 minutes a staff member must go and locate them. If there are visitors in the school then no children must go to the toilet unsupervised | | | |
| Falls | Children by falling/slipping on the grass | Children cannot go on the grass or equipment if it is or has been raining | | | |

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| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|-----------------------------|--------------------------------------|--|---------------------------------------|----------------|-----------------------|
| Injuries | Children by being injured in any way | Staff take a First Aid bag outside with them and a phone to contact staff inside if needed | | | |
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Ali's Out of School Clubs Risk Assessments

Area Assessed: Security

Date Assessed: October 2018

Date to be Reviewed: October 2019

Assessed by: R Hind

| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|-----------------------------|--|---|---------------------------------------|----------------|-----------------------|
| Lost child | Children being lost in building or going out of building | <p>Regular head counts are taken, children signed in and out of clubs. Person in charge to be always aware of how many children are in the club at any one time although staff must be aware also. Staff to always know where the children are in the building. Staff to have key fob on them at all times to prevent a child leaving by the front door unsupervised. Children of junior age are permitted to go to toilet on their own</p> <p>Staff to identify any visitors ID and the reason for them being on the premises. Clubs are informed by school staff before any visitors are due at school (particularly during holiday club as school staff are not often in school) but are to double check with Allison Little or Sue Crozier if they are unsure. If there are any doubts then persons are not permitted into school until identity is confirmed. If staff</p> | | | |

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|----------------------|----------------------------|--|--------------------------------|---------|----------------|
| | | <p>identify an unauthorised person then they must ask them to leave school grounds and call police if they fear for safety of children. The front door must only be answered by a member of club staff or school staff. Staff must always know where children are and how many children are in their care by doing regular head counts and referring to signing in sheets. If there are visitors in school then children must never be unsupervised. Visitors must always sign in and out of the visitor's book.</p> | | | |

Ali's Out of School Clubs Risk Assessments

Area Assessed: Outdoors (Year 2)

Date Assessed: October 2018

Date to be Reviewed: October 2019

Assessed by: R Hind

| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|-----------------------|---|---|--------------------------------|---------|----------------|
| Gates being left open | Children may leave unnoticed or strangers may enter unauthorised | Gates must be closed. Regular head counts are taken by staff and staff must know how many children are outside and ensure they have vision of them at any time. Any unauthorised persons to be challenged by a member of staff to verify their identity | | | |
| Toileting | Children by going missing or being injured in toilets because they are unsupervised | Children under 7 to be taken to the toilet by a member of staff. Junior children can go on their own | | | |
| Steps | Children by falling down them | Children are not permitted to play on steps but can sit on the bottom steps sensibly | | | |
| Walls | Children by falling | No children to play on walls | | | |

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| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|----------------------|--|---|--------------------------------|---------|----------------|
| Junior Playground | This is not registered by Ofsted for our clubs | Children cannot play in this area | | | |
| Trees | Children by falling | No children are allowed to climb trees | | | |
| Wet grass | Children/staff by slipping | Not allowed on grass if raining or if it has been raining | | | |

Ali's Out of School Clubs Risk Assessments

Area Assessed: Dining Room

Date Assessed: October 2018

Date to be Reviewed: October 2019

Assessed by: R Hind

| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|---|--|--|---------------------------------------|----------------|-----------------------|
| Fire doors being obstructed | Children/staff/visitors by not being able to leave in an emergency | Nothing to obstruct doors at any time. Children are not permitted to play on or in front of doors | | | |
| Pathway from Year 2 to Reception being obstructed | Children/staff/visitors by tripping over obstructions | All staff to ensure pathway is clear of obstruction and no toys to be set out there. Children encouraged not to play there | | | |
| Wet floor | Children/staff/visitors by slipping on wet floor | All spillages to be mopped promptly. It has also been agreed with cleaning staff that the floor should not be mopped whilst in dining room | | | |

Ali's Out of School Clubs Risk Assessments

Area Assessed: Snack time

Date Assessed: October 2018

Date to be Reviewed: October 2019

Assessed by: R Hind

| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|----------------------|---|--|--------------------------------|---------|----------------|
| Dirty Hands | Children/staff becoming ill caused by germs and cross contamination | Staff to wash hands before preparing snack and at regular intervals during snack e.g after touching hair, sneezing etc. Children to wash hands before snack and after going to the toilet | | | |
| Sharp Knives | Children and staff by cutting themselves or falling on them | Knives to be only used and stored in kitchen out of reach of children. NO children permitted in kitchen at any time. Staff to use knives sensibly e.g cutting away from themselves and avoid walking with them. Knives to be stored in container on kitchen trolley | | | |
| Spillages | Children/staff/visitors by slipping | All spillages to be promptly cleaned up and a wet floor sign put in place. Children to be warned of wet floor | | | |
| Choking | Children by choking on their snack | At least one member of staff on duty to be trained in First Aid. Children to be closely supervised during snack. Staff to care for choking child promptly and in accordance to their first aid training | | | |

Ali's Out of School Clubs Risk Assessments

| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|-----------------------------|--|--|---------------------------------------|----------------|-----------------------|
| Children swinging on chairs | Children by falling backwards | Staff to remind children not to swing on chairs and remind them of dangers of doing so | | | |
| Toaster | Children and staff by burning themselves or electrocution | Staff member to stay with toaster during use and while still hot. Children not to be near toaster. Staff to use toaster sensibly e.g do not put objects such as knives in toaster to remove toast. Liquids must be kept away from toaster at all times | | | |
| Kitchen | Children by burns from hot oven, injuries from machinery or equipment | NO children to be permitted in kitchen at any time | | | |
| Stacked chairs | Children/staff/visitors by falling off them or by chairs falling on them | Chairs only to be stacked no more than 4 chairs high. Staff to ensure children do not climb on stacked chairs | | | |

Ali's Out of School Clubs Risk Assessments

Area Assessed: Kitchen Safety

Date Assessed: October 2018 Date to be Reviewed: October 2019

Assessed by: R Hind

| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|-----------------------------|--|--|---------------------------------------|----------------|-----------------------|
| Children in kitchen | Children by burns from hot oven, injuries from machinery and equipment | NO children to be permitted in kitchen at any time | | | |
| Spillages | Staff by slipping | All spillages to be promptly cleaned up and a wet floor sign put in place | | | |
| Sharp knives | Staff by cutting themselves or falling on them | Knives to be only used and stored in kitchen. Staff to use knives sensibly e.g cutting away from themselves and avoiding walking with them. If a knife is being passed from person to person the handle is offered | | | |

Ali's Out of School Clubs Risk Assessments

Area Assessed: Food Handling

Date Assessed: October 2018

Date to be Reviewed: October 2019

Assessed by: R Hind

| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|-----------------------|--|---|---|---------|----------------|
| Dirty Hands | Children/staff becoming ill caused by germs and cross contamination | Staff to wash hands before preparing snack and at regular intervals during snack e.g after touching hair, sneezing etc. | | | |
| Dirty surfaces | Children/staff becoming ill caused by germs and cross contamination | All surfaces to be wiped down with a clean cloth and anti-bacterial spray | | | |
| Cloths and tea towels | Children/staff becoming ill caused by germs and cross contamination | Cloths to be soaked after each session then thoroughly rinsed under tap before use. A clean tea towel must be used during each snack time then put in washing machine | | | |
| Fridges | Children by food being out of date or being exposed to germs and cross contamination or by being stored at the wrong temperature | Fridge must be kept between 0-5oC and noted down on the checklist that is kept on the fridge door. All food must be checked for use by dates on the product on a daily basis and food with a shorter use by date brought to the front and used first. Any product that has been taken out of a packet must be covered and labelled. | Daily record of fridge and freezer on fridge door | | |

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| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|----------------------|---|---|---|---------|----------------|
| | | Any food out of date to be disposed of immediately. Fridge to be cleaned with anti-bacterial spray including the seals around the doors. Plug must be checked before each session to ensure it has not been unplugged. | | | |
| Freezer | Children by consuming food which is out of date or not frozen within guidelines | Staff to ensure freezer is kept at a temperature of -18oC or below at all times by checking before each session. If food is defrosted it must be used on that day or disposed of. Dates must be checked to ensure that they are not out of date. Plug to be checked before each session to ensure it has not been unplugged | To implement a labelling system so food which is frozen is labelled with the date on which it is frozen | | |
| Oven and hob | Staff by burns from hot oven or exposed to gas or gas explosion | Oven gloves to be used when putting food in or out of oven. Hob to be lit with long wick ensuring hands are kept well away from naked flame. Staff ensure that the hobs knobs are switched off when not lit. When opening oven door staff to stand back to allow hot air to be released | | | |

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|---------------------------|--|---|--------------------------------|---------|----------------|
| Dish washer | Staff through scalding | When opening dishwasher staff stand back to allow steam to be released. Only release plug when hot water has drained away | | | |
| All other machinery | Staff injured by equipment because of lack of training | No other equipment in kitchen to be used | | | |
| Dry food storage | Children through the spreading of germs and cross contamination through foreign bodies | Food to be checked for use by dates. Food with older use by date to be brought to the front so it is used first. All bags and boxes to be sealed, if left unsealed then the food must be disposed of. Staff aware of signs of pests and report any suspicions to school staff. Any food that is suspected of contact with pests must be disposed of | | | |
| Cooking food | Children through food poisoning because of undercooked food | Food to be cooked within given guidelines on label and checked with probe to ensure a temperature of 75oC is reached at its core before being served | | | |
| Dirty dishes and utensils | Children through spreading of germs | All dishes to be cleaned in dishwasher and air dried where possible, if not a clean towel to be used | | | |
| Dirty tables | Children becoming ill through the spreading of germs | Tables to be wiped with anti-bacterial spray before and after with a clean cloth | | | |

Ali's Out of School Clubs Risk Assessments

Area Assessed: Outings

Date Assessed: October 2018

Date to be Reviewed: October 2019

Assessed by: R Hind

| What may cause harm? | Who may be harmed and how? | What actions are already in place? | Any actions to be carried out? | By who? | Date completed |
|---------------------------------|---|--|--------------------------------|---------|----------------|
| Busy roads- walking alongside | Cars, other vehicles, bicycles Risk of children being knocked down | Adult to stay on outside edge of pavement, children to walk on inside. Children of young age to hold hand of an adult or that of a responsible junior age child | | | |
| Crossing roads | Cars, other vehicles, bicycles Risk of children being knocked down | Use of appropriate crossings at every opportunity and use sensibly e.g always wait for the green man and traffic to stop | | | |
| Crossing roads with no crossing | Cars, other vehicles, bicycles Risk of children being knocked down | Use the Green Cross Code. Staff to be aware of all traffic around them. Only cross when safe and no moving vehicles. Cross safely | | | |
| Public Bus | Risk of children falling on bus. Children being lost | Children reminded to sit back on seat and not to stand. Children closely supervised at all times by staff, including regular head counts. Group to sit together or when not possible to sit close by to at least one member of staff. When exiting bus, one member of staff gets off and waits at door to collect children off the bus. Children only stand when bus has stopped | | | |

Ali's Out of School Clubs Risk Assessments

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|-------------------------|---|---|--|--|--|
| Litter (including bins) | Hazards from dangerous litter, sharp objects etc. Wasp/bees stings | Check area for dangerous objects, check litter is safely in bin. Avoid any dangerous litter that cannot be removed. Avoid area | | | |
| Children wandering off | Child going missing | Staff always aware of how many children. One member of staff at front of line and one at the back. Ratios always reduced- usually no more than 1:5. Younger children to hold hand of adult or junior age child. Regular head counts | | | |