



## After School On-Site Activities Risk Assessment Including Work Area/Classroom and Vulnerable Persons

<b>Location / Site</b>	Insert location and site where activity/task taking place
<b>Townhill Infant School – Benhams Road, Southampton</b>	
<b>Activity / Procedure</b>	Insert name/type of activity or task being assessed
<b>Breakfast and after school club (Pioneers)</b>	
<b>Assessment date</b>	Insert date when assessment is being carried out
<b>5<sup>th</sup> January 2022</b>	
<b>Assessment serial number</b>	Insert local serial/identification number for future reference
<b>SG/Pioneers 2022</b>	

<b>Common hazards</b>	Circle boxes where these common hazards are present	
Emergency situations (e.g. outbreak of fire, sudden illness, accident, injury)	<b>YES</b>	<b>NO</b>
Arson or interference with safety equipment or premises structure/fittings	<b>YES</b>	<b>NO</b>
No appropriate employer's or public liability insurance or insufficient levels of insurance	<b>YES</b>	<b>NO</b>
Poor premises security (e.g. poor lock-up procedures or unauthorised access by intruders)	<b>YES</b>	<b>NO</b>
Unsafe premises (e.g. specific hazardous areas, poor lighting, construction works)	<b>YES</b>	<b>NO</b>
Use of unsafe electrical equipment (e.g. equipment of untested/unknown/poor condition)	<b>YES</b>	<b>NO</b>
Harm to adults or children due to unfamiliarity of premises/room/activity	<b>YES</b>	<b>NO</b>
Incorrect use of equipment or premises (e.g. lack of adequate training or competence)	<b>YES</b>	<b>NO</b>
Poor planning of activity and/or poor management of activity risks by third party	<b>YES</b>	<b>NO</b>
Inadequate provision of monitoring or on-site point of contact as provided by school	<b>YES</b>	<b>NO</b>
Moving & Handling Activities	<b>YES</b>	<b>NO</b>
Low or high temperature	<b>YES</b>	<b>NO</b>

Slips & trips & falls (e.g. from poor/wet surfaces, trailing wires, displays, stairs etc)	YES	NO
Dust & dirt	YES	NO
Fire / Electricity	YES	NO
Poor lighting or glare /reflections	YES	NO
Inadequate or inappropriate supervision (e.g. level of capability, poor adult-to-child ratio)	YES	NO
Children left unattended or uncollected (e.g. parents unable to collect or unsure of timings)	YES	NO
Less than minimum requirement of 2 adults supervising activities for children, young people and vulnerable adults	YES	NO
Non availability of a female and a male leader/teacher for mixed gender groups of children, young people and vulnerable adults	YES	NO

<b>Identify additional hazards</b>	Record all other hazards that are specific to this task
Use of iron for art work – use of knives preparing food	
Folding out dining tables	
Walking from Junior school to Infant school – using the road	
Food allergies	
Covid-19	

<b>Identify people at risk</b>	Circle boxes where persons may be affected by hazards	
<b>Employees</b>	YES	NO
<b>Visitors</b>	YES	NO
<b>Contractors</b>	YES	NO
<b>Vulnerable persons</b>	YES	NO
<b>Pupils</b>	YES	NO

<b>Common control measures</b>	Circle boxes where these common controls can be used	
Adequate means of escape in an emergency (e.g. in accordance with evacuation plan)	YES	NO
Access to available equipment during emergency (e.g. telephone, first aid kit, extinguishers)	YES	NO

Site safety inspection prior to, in between, and after event(s) by appropriate member of staff	YES	NO
Ensure arrangements in place to ensure premises/site security during and after use	YES	NO
Ensure all equipment permitted to be used is safe, tested and maintained	YES	NO
Adequate provision of information for equipment users/hirers (e.g. safe use and storage)	YES	NO
On-site school point of contact to be available to deal with equipment/premises issues	YES	NO
Adequate heating, lighting and ventilation (to include external lighting where required and use of blinds)	YES	NO
Provision of accessible, available and adequate amenities (e.g. toilets, wash rooms)	YES	NO
Consider letting agreement/contractual hiring document is put in place and agreed	YES	NO
Ensure third party has suitable and sufficient liability insurances in place	YES	NO
Ensure school has contact details of third party group's designated responsible person	YES	NO
Consider sighting third party risk assessment for more hazardous activities (as appropriate)	YES	NO
Induction brief & safety information provided to new staff to understand local arrangements	YES	NO
Non-slip surfaces & procedures in place to protect from wet floors	YES	NO
No trailing cables/obstructions in locations likely to cause trip	YES	NO
Food handling safety – training in place	YES	NO
Member of staff to collect children from the Junior school and escort the children to the Infant school	YES	NO
Member of staff to use the iron – children are forbidden to use the iron	YES	NO
Staff are trained in the use of the dining tables	YES	NO

<b>Existing control measures</b>	List controls already in place to reduce risk from of injury
Covid -19 is covered under the school covid risk assessment	
Full training for all staff including food safety	
Adequate supervision – no less than 2 adults on duty at any time. Supervision ratios are evaluated daily	
Iron and knives to be used by adults only – stored safely after use	

Allergies and intolerances - Arrangements are in place for 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. Staff that handle food are trained in food hygiene preparation and to recognise food allergy
First Aid – all staff are first aid trained and covered under the first aid risk assessment
Hazardous Chemicals – are covered under the COSHH risk assessments
Manual Handling – staff are not permitted to lift heavy objects nor can they work from a step ladder
Fire – all staff are trained in evacuation, are aware of the fire call points / extinguishers and regular fire drills are carried out
Food – storage of food is monitored (temp / best before dates etc) and food hygiene is practised by all staff
Security – site manager is present on site – CCTV coverage – security entrance doors manned by staff
Toilets – only two children at a time to use the toilets. Wet floor signs are used when the cleaners have mopped the floor
Electrical - all electrical items are checked prior to use (leads etc) and are PAT tested yearly
School equipment is not to be used by the club....the club has its own equipment for use by children
Welfare – adequate toilet facilities with hand washing are available to all children
Car park and road - After school children are escorted from the Junior School with 2 fully trained adults. Children and staff must keep in close to the fence when walking up the hill and walk in single file. Member of staff to wear a high visibility vest when accompanying the children. Near misses must be reported to the site manager, which will initiate a review of this risk assessment. Children escorted to the Junior school in the mornings will require 1 member of staff as traffic movement is low.

<b>Existing level of risk</b>	Consider current level of risk with existing controls in place	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>

<b>Additional control measures</b>	List any additional control measures that are required
A fire blanket must be installed above the toaster area with adequate signage	
Covid bubbles are currently being utilised within the school club setting (hall) Infants / Juniors	

<b>Remaining level of risk</b>	Consider level of risk following use of additional controls
--------------------------------	---

HIGH	MEDIUM	LOW
------	--------	-----

Action Plan	By Whom	Signed	Date
Fit new fire blanket and sign (completed)	S Gibbs	S Gibbs	01/02/2022
Purchase new high visibility vest (completed)	S Gibbs	S Gibbs	01/02/2022

<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate
This risk assessment along with good practice should reduce the level of risk as far as is reasonably practicable. This risk assessment is currently <b>LOW</b>	

Name of assessor	Signature of assessor	Date
Steve Gibbs	<i>S Gibbs</i>	5 <sup>th</sup> January 2022

<b>Manager's comments</b>	Insert comments relevant to findings as appropriate

Name of manager	Signature of manager	Date
B Corbin	<i>B Corbin</i>	6 <sup>th</sup> January 2022

<b>Risk assessment reviews</b>	This risk assessment should be reviewed every 2 years or sooner if required
--------------------------------	---

Review date	Reviewed by	Reviewer signature	Remarks

<b>15<sup>th</sup> January 2024</b>	<b>S Gibbs / L Wooldridge</b>	<b>S Gibbs</b>	<b>No significant changes to this risk assessment</b>