

**Staffordshire County Council
General Risk Assessment Record Form**

1. **Section/Service/Team** St Paul's First School, Coven 2. **Assessor(s)** Karen Roberts, Jenny Picken

3. **Description of Task/Activity/Area/Premises etc.** After-school club

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
1. Parental consent	Pupils	<ul style="list-style-type: none"> Parents provide formal consent for their child to attend the after-school Club Parents' up to date contact details are known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems)? 	L	Office manager to update every term as standard or update when new contacts are given by parents		L

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<p>2. Security</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • Access to the after-school Club area is security access controlled, including visual control over visitors • Access is restricted to unauthorised areas of the school premises • Phone is available in the office • A register is kept daily of pupils attending the after-school Club • Arrangements are in place for the safety of pupils between school finishing and the club starting. All children are collected from their classrooms. <ul style="list-style-type: none"> • Staff to check if the gate by the KS2 door is locked before taking the children outside during the evening session. 	<p>L</p>			<p>L</p>
<p>3. Selection of room(s) used for after-school Club</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • The hall and adjoining computer suite room used by the after-school Club is suitable in respect to size, layout, occupancy, proximity to welfare facilities • Access is restricted to hazardous equipment 	<p>L</p>			<p>L</p>
<p>4. Supervision</p>	<p>Pupils</p>	<ul style="list-style-type: none"> • Supervision ratios are appropriate (taking in to account staff absenteeism) 	<p>L</p>			<p>L</p>

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5. Information relating to pupils	Pupils	<ul style="list-style-type: none"> Suitable arrangements are in place for after-school Club staff to receive adequate information from parents/ school relating to the pupils attending the club i.e. pupil medical, dietary, behaviour or other special needs 	L	Office manager to update every term as standard or update when new contacts are given by parents		L
6. Fire	Pupils and staff	<ul style="list-style-type: none"> The existing school fire risk assessment has taken in to account after school Club arrangements All after-school Club staff are familiar with the fire evacuation procedure for the premises Fire drills are conducted with the staff and pupils who attend 	L			L
7. First Aid	Pupils and staff	<ul style="list-style-type: none"> There adequate numbers of staff in school during after-school Club with first aid training. There are sufficient numbers of first aid kits available There is a school policy for administrating medicines. This includes parent consent, trained staff to administer medicines and a robust recording system 	L	Update first aid training every 3 years		L
8. Electrical safety		<ul style="list-style-type: none"> Arrangements are in place for portable electrical appliances to be PAT tested annually There are sufficient number of sockets in the room 	L			L
9. Violence		<ul style="list-style-type: none"> There are expected rules/codes of conduct of behaviour of pupils attending the after-school club, to include removing pupils from the programme for unacceptable behaviour Staff are familiar with the reporting incidents of violence. 	L			L

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10. Inspections		<ul style="list-style-type: none"> • There is a formal system for reporting health and safety defects 	L			L
11. Welfare facilities		<ul style="list-style-type: none"> • There are adequate toilet facilities • Hand washing facilities are available in the food preparation area 	L			L
12. Cancellation of club		<ul style="list-style-type: none"> • Procedures are in place for cancellation of club 	L			L
13. Food safety		<ul style="list-style-type: none"> • Staff responsible for preparing or handling food have appropriate food safety knowledge/ food hygiene • The school has permission to use the main school kitchen • After-school Club food is suitably stored • Foods known to cause allergies are avoided 	L			L
14. Are there any other foreseeable hazards associated with running of the after-school Club? Yes conditions of toys and equipment		<ul style="list-style-type: none"> • All toys and equipment are checked on a daily basis for deterioration and damage. All toys are age appropriate 	L			L

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4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s):
Print Name: Karen Roberts

Signature of Line Manager:
Print Name: Jenny Picken

Date Assessed: 20th March 2017

Review Date: 20th March 2018

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.