

Rise and Shine Breakfast and After School Club Risk Assessment.

15/08/2022 - 15/08/2023

Hazard	Who Might Be Harmed	Risk	Control Measures
Outside the BASC classroom	All Y/P, parents, guardians, staff and helpers	Slips, trips, falls and injuries	Y/P to be informed that they are not to climb or to play on the outside wall or to climb on fencing. Y/P to be reminded that they are not to run up and down steps. Observe weather conditions i.e. Snow, ice or rain – This will affect the surface conditions and increase the chance of injury. Ensure that steps are free from wet leaves and tripping hazards.
Inside the BASC			
Wet floor and obstructions.	All Y/P, parents, carers, staff and helpers.	Slips, trips and injury	Staff to limit the movement of rain water into the building. Advise all persons to remove coats and excess water in the cloakroom area. Clean up water, use wet floor signs. No running in-between class rooms and toilet area. Check all fire exits and emergency access routes are clear at all time.
Toilets	All Y/P. parents, carers, staff and helpers.	Slips, trips, falls, injury, strangers using toilets facilities, chemical burns.	Toilets to be checked at the beginning of the session for any spills. Ensure that all cleaning chemicals are stored away in a safe, out of reach place. If any cleaning chemicals are ingested – record details of the substance/ retain label and seek medical assistance. Only staff

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			to clean up possible toileting accidents. All staff must wear PPE when using cleaning chemicals. Do not mix chemicals. All Y/P to ask permission to use the toilet facilities, staff to limit the number of Y/P using the toileting –limiting ‘horse play’. All staff to be aware of all visiting people’s whereabouts. All staff and visitors to only use the staff toilet facilities
Strangers	All Y/P, Staff, parents, helpers.	Assault, injury, accidents, abduction	Front gate to be locked during Breakfast and After School club sessions. Staff to be aware of the coming and goings of all young people. No young person to leave the premises without a known parent or guardian. Ensure a mobile connection is available and a contact list is on hand at all times. In the event of a situation becoming aggressive, remove all Y/P from the situation, contact the appropriate emergency services. Avoid and be aware of difficult and aggressive people.
Lone working	All Y/P, staff, parents, carers, helpers.	Assault, accident. Injury, allegation	Ensure appropriate ratios are maintained at all times. Never be alone with any Y/P at any time. NO Y/P to have access to the BASC until all staff are in attendance.

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Lifting heavy objects	All Y/P, staff and helpers.	Physical injury	No lifting of heavy objects. Staff to assess objects that may need moving and assess if it is safe for Y/P to do so. Lift in pairs. stop lifting pain is experienced.
Weather – Extreme heat or cold	All Y/P, staff, helper, parents and carers.	Hyperthermia, heat exhaustion, fainting, sickness, dehydration	Staff to monitor weather conditions. Doors to be open in extreme heat. Staff to be extra vigilant regarding the t movement of Y/P ensure that everyone is hydrated and has access to water. Limit games to less physically demanding activities. Use more physically demanding games to warm up Y/P up. Consider cancelling BASC sessions if weather conditions are too extreme.
Potential fire	All Y/P, staff, helpers, parents and carers.	Injury, Death and loss of property.	Perform regular fire drills and ensure that all staff and Y/P are aware of what to do in the event of a fire.
Unsupervised activities	All Y/P	Injury, disruptive behaviour.	Appropriate supervision to be maintained at all times and clear instructions to be given out and adhered to. Continued disruptive behaviour will lead to an exclusion from activities.
Storage cupboard	All Y/P people, staff and helpers	injury	All sharp equipment to be kept in a sealed container out of reach of all Y/P. All Y/P to be safely briefed and supervised when using potentially harmful equipment: knives and scissors. No Y/P

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			people to be allowed in the store cupboard –possibility of falling objects and danger of Y/P falling when climbing on shelving units. No climbing on shelves.
Rear garden area	All Y/P, staff, parents, carers and helpers	Slips, trips, falls and cuts.	Staff to inspect the garden space for and hazards. Uneven ground can be a potential tripping hazard. Make all Y/P people aware of the boundaries and that they are not to pass them. No climbing on fences. To avoid poisoning children are not permitted to pick berries or flowers without supervision. First Aid kit to be on hand at all time.
Kitchen/ food prep area	All Y/P, staff and helpers.	Injury, burns, fire, food poisoning, cross contamination/ food allergies.	No Y/P to have access to the kitchen without permission and supervision. All staff have food , health and hygiene training. Staff to ensure that hands, surfaces and cooking equipment is sanitised before and after activities. All food products to be stored correctly, stock rotation be implemented at all times. Best before dates to be regularly checked, out of date food is not consumed and discarded . Do not let Y/P to use and cleaning chemicals other than washing up liquid. Remind Y/P of the potential dangers in

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			and around the kitchen/food prep area – water mixing with electricity, burns from boiling water. Always have a first aid kit in hand and burn gels. Limit the number of Y/P in the kitchen/ food prep area. Staff to be aware of food intolerances/ allergies and prepare menus accordingly. Seek medical help if any Y/P person has an allergic reaction.
Cooking sessions			
Knives and veg peelers	All Y/P	Cuts, puncture wounds.	Brief all young people on how to use knives correctly. Any misuse of tools or continued disruptive behaviour from any y/p will lead to them being removed from the activity. Ensure a first aid kit is available at all times.
Oven –trays, pans etc.	All Y/P and staff	Burns and scalds	Y/P to be briefed on how to safely remove pans and trays from the oven. All young people to be advised on how to manoeuvre around the kitchen or food prep area to minimise the chance of accidents.
Overcrowding and lack of staff/adult supervision	All Y/P	Collisions, disruptive behaviour leading to injury.	Small groups only to be allowed into the kitchen/ food prep area. Only those that are participating in the activity may have access to the cooking equipment. Adequate staff supervision at all times. Staff to be vigilant at all times and to act swiftly

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			when defusing potentially disruptive or dangerous behaviour.
Spillage, rubbish and waste	Y/P, staff, staff helpers	Slips, trips and falls.	All spillages to be cleaned up ASAP. Wet floor signs to be used. Rubbish and food waste to be disposed of appropriately – pest control.
Cross contamination, food allergies , Food poisoning			Good health and hygiene to be practised at all times: hand washing before and after handling food. Staff be hold a food hygiene certificate. Staff to be aware of food allergies and prepare menus and activities accordingly
Forest School/ grassy area.			
Climbing trees	Y/P	Injury or death	Y/P are not permitted to climb trees. Staff to be vigilant at all times.
Rope swing	Y/P	Strangulation, injury from falls, collisions and rope burn.	Staff to inspect the rope swing and endure that it is safe to use. Only one Y/P to use the swing at any time. Staff to supervise the usage of the rope swing. First aid kit to be on hand at all times.
Glass and other hazardous materials	Y/P, staff and Helpers.	Cuts and infections.	Staff to inspect the 'Grassy area' before allowing any Y/P to play. Safely remove any potentially hazardous items. Don't not touch or attempt to remove syringes, call the local authorities to have syringes disposed of. All Y/P to wear shoes

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			at all times. First aid kits to be on hand at all times. Any injury to be recorded and reported. Seek further medical advice if needed.
Stranger danger and child separation.	Y/P	Accidents, lost child, abduction.	All staff to be vigilant at all times. All Y/P to stay within set boundaries. Staff must maintain vigilance of other members of the public. Y/p to be escorted to and from the BASC to the grassy area by a member of staff or known adult. In the event of an incident, immediately inform the police and other relevant agencies.
Slips, trips and falls.	Y/p, staff, helpers, parents and carers	Injury.	Ensure that participants are wearing suitable footwear. Observe ground and be aware of potential tripping hazards – tree roots and slippery grass.