



Risk Assessment for Out of school club

Assessments completed by:	Stephanie Davidson
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HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Parental consent	Parents able access school freely	Pupils	<ul style="list-style-type: none"> • Parents complete a welcome pack before their child/ren attend club. • Parents give named people for pick up and emergency numbers. (We know who will be collecting children at all times, contact numbers in case a child needs to go home, or hasn't turned up to club when expected.) 	Managers to communicate with parents and staff on changes.	
Security		Pupils and staff	<ul style="list-style-type: none"> • All staff sign in and out of shifts, so we know who is in/out the building in case of an emergency. • A pick-up list is used to collect children in KS1, KS2 children come to club on their own, they are monitored by a staff member at club door. Nursery/pre-school children are collected. • All children sit down for a register at the start of the session, staff can then locate any children that have not turned up at club. • We are given a sports club list each term by the office staff, we know when certain children will not be in club at 3.15. • Access to OSC building/outdoor area is controlled by OSC staff, both gates are locked at all times. Full-time staff all have a set of keys. Parents are greeted at the gate by staff. • If all children are inside, the doors are always locked at the bottom and top. • Gates are always checked/locked before children go outside. • A regular head count is carried out to ensure we have all children. • Children are signed out on the register by a staff member as soon as they leave. • We ask parents to let us know if there will be changes to pick-up/passwords for adults we may not know. 	<p>Managers to have a brief before shift starts so any messages can be passed on, staff to sign in.</p> <p>Termly club updates from the office.</p>	

Outdoors		Pupils	<ul style="list-style-type: none"> •Y1-Y6 children play outdoors on the field/playground, regular head counts carried out. •Nursery/pre-school/reception class use pre-school outdoor area to control numbers, staff know where each year group will be. Parents are let in through the gate by a staff member to collect their child/ren. If they are using a different area of school this is communicated through staff. •Gates are always monitored by 1 staff member. 		
Supervision			<ul style="list-style-type: none"> •Supervision ratios are appropriate. •The manager always ensures cover is in place for any staff absence (holidays, sickness etc.) or extra bookings. 	Weekly checks on numbers.	
Information related to pupils			<ul style="list-style-type: none"> •Suitable arrangements are in place for after-school Club staff to receive information from parents/ school relating to the pupils attending the club such as medical, dietary, behaviour or other special needs. This is on the welcome pack completed by parents or can also be found on arbor. 	Children do not attend until OSC have all necessary info.	

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Fire		Pupils and staff	<ul style="list-style-type: none"> • The existing school fire risk assessment has been taken into account after school club. • All after-school club staff are familiar with fire evacuation. • Fire drills are carried out. 		
First aid		Pupils and staff	<ul style="list-style-type: none"> •Managers are first aid trained. •2 first aid kits in club, next to each room, one can be taken outside. •There is a school policy for administrating medicines, forms to be completed, parents consent. 	Update first aid every 3 years	

Behaviour		Pupils and staff	<ul style="list-style-type: none"> • There are expected rules of behaviour of pupils attending the after-school club, in line with the school's behaviour policy. • Communicate with parents. • Staff are familiar with reporting incidents. 		
Food safety		Pupils and staff	<ul style="list-style-type: none"> • Food is safely stored in club. • Regular kitchen checks are carried out/signed by staff. • Allergies list is available for all staff to see as well as verbally passing on which children are in with allergies. • Managers have Food Hygiene certificate 		
Toys/equipment		Pupils	<ul style="list-style-type: none"> • Toys are cleaned and checked termly, toys to be thrown away and replaced if damaged. • All toys are age-appropriate for each of the rooms in club. 		