



## Health and Safety Risk Assessment: Wraparound Club – Bourne Kids

Trust Name	Bourne Alliance MAT			Assessment No.	
Site	Grove Park School	Location	School Halls, classrooms, outside area		
Subject of Assessment	Breakfast Club and after school club				
Assessed by	Charlotte Croucher	Date	June 2025	Review date	September 2026
Details of workplace/activity	Children attend breakfast and after school club five days per week in term time			Persons Affected (Who may be harmed)	
				Employees, Pupils, Parents	

Hazards and Risks		Existing Control Measures	Risk Level
1.	Safeguarding concerns due to lack of site security and routines	<ul style="list-style-type: none"> <li>The access to the provision is through security access control and all children are met at the door by a member of staff</li> <li>A doorbell is used to get attention of the staff as the door is locked by access control</li> <li>There is a mobile phone used by the provision so that wider support can be obtained from off site DSL if needed</li> <li>A register of attendance is kept daily of pupils on Arbor</li> <li>Doors used for drop off/collection are well lit in low light conditions</li> <li>Parents' up to date contact details are known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems) by using Arbor</li> <li>'Red alert' children are shared by the main school office with the Bourne Kids Leader</li> <li>Parents have provided formal consent for their child to attend</li> <li>Staff do not lone work with the children</li> <li>Clear collection arrangements are in place for parents &amp; carers or school policy on collection arrangements communicated to parents on a regular basis</li> </ul>	Severity: serious Likelihood: possible Mitigated to: low
2.	Safeguarding concerns are not reported or adequately followed up	<ul style="list-style-type: none"> <li>Supervising staff are all employed by the Trust and are DBS checked and safeguarding trained</li> </ul>	Severity: serious Likelihood: possible

Hazards and Risks		Existing Control Measures	Risk Level
		<ul style="list-style-type: none"> <li>All staff have access to CPOMS to log any behaviour incidents or safeguarding concerns</li> <li>All staff are required to follow the Trust safeguarding procedure and attend regular safeguarding training</li> </ul> <p><b>See main Safeguarding and Child Protection policy</b></p>	Mitigated to: low
3.	Rooms used for provision not suitable for activities resulting in overcrowding	<ul style="list-style-type: none"> <li>Rooms used by are suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc.</li> </ul>	Severity: minor-reportable Likelihood: possible Mitigated to: low
4.	Inadequate supervision of activities leading to rough, unsafe or inappropriate play. Children playing with unsuitable or broken toys/equipment/materials	<ul style="list-style-type: none"> <li>Supervision ratios are appropriate for the activities (taking into account staff absenteeism / holidays / sickness)</li> <li>Staff receive training on implementation of the behaviour policy so that this can be consistently followed</li> <li>Room layout allows for adequate supervision</li> <li>When children go outside to play, they continue to have sufficient supervision ratio for safeguarding purposes</li> <li>Children are reminded that they are expected to behave in line with the school overall expectations</li> <li>Age appropriate toys and resources are in the room</li> <li>Equipment is regularly checked</li> </ul>	Severity: minor-reportable Likelihood: possible Mitigated to: low
5.	Use of knives and equipment	<ul style="list-style-type: none"> <li>Only staff are permitted to use knives and equipment. The school has a reporting system for defects.</li> <li>Kitchen is locked when not occupied by staff</li> <li>Staff are trained as first aiders</li> </ul> <p><b>See main Health &amp; Safety policy and RA</b></p>	Severity: minor-reportable Likelihood: probable Mitigated to: low
6.	Allergies and intolerances to specific foods, resulting in potential for allergic reactions.	<ul style="list-style-type: none"> <li>Wraparound Leader has access to Arbor for Health Care Plans</li> <li>Club application form details dietary needs and information is displayed in the kitchen for allergies</li> <li>Breakfast club staff are trained in anaphylaxis, asthma and food allergies</li> <li>Where children are known to have allergies, suitable mitigation is taken such as only using gluten free flour in cooking, additional utensils etc – all mitigation is set out in additional RA</li> </ul>	Severity: minor-reportable Likelihood: probable Mitigated to: low

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		<ul style="list-style-type: none"> <li>Lactose free milk and butter is available for children who need it</li> </ul> <p><b>See main Food allergens policy and additional RA for Coeliac children</b></p>	
7.	First Aid and Emergencies – risk of choking or spread of infections due to incorrect handling of first aid waste etc	<ul style="list-style-type: none"> <li>All staff are familiar with the fire evacuation procedures for the premises, i.e. sound of the alarm, location of exit doors, location of fire assembly point, responsibility for contacting the emergency services, etc.</li> <li>Sufficient numbers of staff have been trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc and refresher training is provided.</li> <li>A suitable number of First Aid kits are provided in the rooms which are used.</li> <li>There is a policy for the administration of medication and first aid and staff are familiar with these.</li> <li>Parental consent is obtained prior to medication being administered to pupils.</li> <li>Emergency medication is held (asthma pumps and epi-pens) and permission is sought from parents for emergency use</li> <li>There is a robust system for recording, and reporting to parents, all medication administered.</li> <li>Children are seated when eating and drinking.</li> <li>Medicines such as asthma pumps can be readily accessed</li> <li>First aid waste and body fluid spillages are correctly disposed of in clinical waste bins and/or sharps bin.</li> <li>Staff have access to the emergency asthma pumps/spacers and epi-pens in the emergency bag held in the school office</li> <li>When emergency medication is given, it is recorded and shared with the parents</li> </ul> <p><b>See also First Aid policy and RA, Administration of Medicines policy and cleaning premises RA</b></p>	Severity: minor-serious Likelihood: probable Mitigated to: low
8.	Electrical hazards, giving rise to potential for fire, shock, burns etc	<ul style="list-style-type: none"> <li>Arrangements are in place for portable electrical appliances to be PAT tested on a regular basis and records are held of these checks</li> <li>There are sufficient numbers of electrical sockets in the rooms to avoid the use of extension leads wherever practical.</li> <li>Staff visually inspect portable electrical items for evidence of cable damage / crushing, plug damage, etc. prior to use.</li> </ul>	Severity: minor-serious Likelihood: possible Mitigated to: low

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		<ul style="list-style-type: none"> <li>Fire extinguishers are provided within the room and staff are available who are trained in their use.</li> <li>Fire exits are kept clear and fire doors are not propped open</li> </ul> <p><b>See fire safety RA and policy</b></p>	
9.	Slips, trips and falls	<ul style="list-style-type: none"> <li>Staff carry out checks of the room prior to use. Children's bags and other school items are stowed away and not left in gangways. Childrens coats are hung up away from where the children play</li> <li>All spillages are cleaned up promptly</li> <li>Children are reminded to clear up toys and resources to reduce potential hazards</li> <li>There is a formal system for reporting health and safety defects.</li> <li>The doors which parents use to drop off children are on level ground and well lit in low light conditions</li> <li>Children are not allowed to play outside as light levels fall to prevent potential falls due to low light</li> <li>Children who access sensory circuits are supervised by trained staff to reduce the risks of slips, trips and falls</li> <li>Whilst sensory circuits is going on, children in breakfast club are reminded they are not allowed to go into the small hall and join in</li> </ul>	Severity: minor-serious Likelihood: possible Mitigated to: low
10.	Food safety and use of chemicals	<ul style="list-style-type: none"> <li>Staff responsible for preparing or handling foods have appropriate food safety knowledge / food hygiene training.</li> <li>There are suitable arrangements in place for the storage of food, including chilled / perishable foods.</li> <li>Separate labelled cupboard for gluten free foods and utensils</li> <li>Temperature records are maintained daily.</li> <li>Access to chemicals by children is restricted</li> <li>Cleaning chemicals are purchased from a supermarket so no dilution is needed.</li> <li>Staff use cleaning materials from the main kitchen and these are used in line with known colour coding.</li> </ul> <p><b>See Cleaning RA</b></p>	Severity: minor-serious Likelihood: possible Mitigated to: low
11	Storage of equipment (tables and	<ul style="list-style-type: none"> <li>Children supervised to be kept away from stacked tables and benches.</li> </ul>	Severity: minor-reportable

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	benches)	<ul style="list-style-type: none"> <li>All staff know to keep storage areas clear and are vigilant of this</li> <li>Tables and benches are only moved when children are out of the area.</li> </ul>	Likelihood: possible Mitigated to: low
12	Staff accept medication from parents which is not agreed or handed over to the Office	<ul style="list-style-type: none"> <li>Staff may receive short term use medication (such as Calpol or antibiotics) into breakfast club from parents, but this is only accepted when the parent completes the relevant form and signs this</li> <li>Any medication handed in is held in a locked cupboard so it cannot be accessed by the children</li> <li>Medication is taken to the Office and handed over to the Office staff, along with the signed parent forms – this is checked by the Lead member of staff each day at the end of the provision</li> <li>Medication is handed to parents at the end of the day when children attend after school club and this is signed for by the parents</li> </ul>	Severity: minor-reportable Likelihood: possible Mitigated to: low
13	Food provided is not compliant with food standards and Natashas Law	<ul style="list-style-type: none"> <li>Menus are shared with parents and include known allergens and in the case of packed foods, ingredients so to be compliant with Natashas Law</li> <li>Staff are food hygiene trained and receive additional training on food allergens every 3 years</li> <li>Any menu changes are shared with parents via Arbor</li> <li>If children bring bags of sweets/cakes for their friends, these will be given to parents at the end of the session so parents can decide whether or not their child can eat these</li> </ul> <p>See also <a href="https://www.gov.uk/school-food-standards-resources-for-schools">School food standards: resources for schools - GOV.UK (www.gov.uk)</a></p>	Severity: minor-reportable Likelihood: possible Mitigated to: low
14	Toys could injure the children	<ul style="list-style-type: none"> <li>Toys used are visually checked before being put out for use</li> <li>Children are not allowed into the cupboard where the toys are resources are stored</li> <li>Children are reminded how to play safely with the toys</li> <li>Behaviour policy is consistently applied by the school staff so that children continue to behave in line with whole school expectations</li> <li>All equipment and resources are age appropriate</li> <li>Any damaged toys or equipment is removed immediately</li> </ul>	Severity: minor Likelihood: possible Mitigated to: low
15	Activities planned are inappropriate or unsafe for the children	<ul style="list-style-type: none"> <li>Where activities planned involve food, such as TuffSpot tray games with foodstuffs, this is cross checked to children with allergies and intolerances to ensure this is safe according to their needs</li> </ul>	Severity: minor-reportable Likelihood: possible Mitigated to: low

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		<ul style="list-style-type: none"> <li>Football is not played during the provision, in line with the whole school expectation around unrefereed games</li> </ul>	
16	Gas appliances could give rise to fire, carbon monoxide	<ul style="list-style-type: none"> <li>Gas appliances are maintained on an annual basis and documents kept.</li> <li>Adequate ventilation provided within the room,</li> <li>Staff trained on the use of fire extinguishers.</li> <li>Fire drills are conducted with staff and pupils who attend the club</li> </ul>	Severity: minor-serious Likelihood: possible Mitigated to: low
17	Control of infectious diseases	<ul style="list-style-type: none"> <li>Good cleaning arrangements are in place</li> <li>When there is a risk of infections or following an outbreak there is a deep clean conducted.</li> <li>All staff have access to appropriate cleaning materials.</li> <li>There is a procedure in place for cleaning up bodily fluids.</li> <li>PPE is available for staff to clean.</li> <li>Access to hand washing facilities.</li> <li>Appropriate storage is provided for the cleaning chemicals.</li> </ul>	Severity: minor-serious Likelihood: possible Mitigated to: low