

# Education Resources General Risk Assessment

<b>Assessment Title</b>	<b>Breakfast Clubs in schools re-opening to pupils from April 2021</b>										<b>Generic</b> <input checked="" type="checkbox"/> <b>Specific</b> <input type="checkbox"/>			
<b>Scope of Assessment</b>	1. Headteachers and other senior managers / providers working in schools and other settings 2. Employees and adult volunteers 3. Children and young people										<b>Reference</b>	ERBC 05/03-03		
											<b>N° Affected</b>	various		
<b>Persons:</b> Employee <input checked="" type="checkbox"/> Service User <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Visitor <input checked="" type="checkbox"/> Young Person <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> <b>Frequency:</b> <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Hourly <input checked="" type="checkbox"/> Occasionally <input type="checkbox"/>														
<b>RISK COLOUR CODE/ SCORE</b>		LOW RISK <input checked="" type="checkbox"/>		MEDIUM RISK		HIGH RISK		VERY HIGH RISK						
<b>Aide Memoir</b> <input checked="" type="checkbox"/> - present and considered, X considered not to be present														
Hygiene		<input checked="" type="checkbox"/>	Workplace	<input checked="" type="checkbox"/>	Handling / Lifting	x	Environment	<input checked="" type="checkbox"/>	Access Equipment	x	Electricity	x	Moving / Falling Objects	x
Temperature		x	Fire / Explosion	x	Pressure System	x	Weather	x	DSE / Ergonomics	x	Violence	x	Tools / Work Equipment	x
Work at Height		x	Noise / Vibration	x	Other (s) (note)	Note:								
<b>Hazard/ Concerns</b>			<b>Risk Rating</b>		<b>Control Measures</b>						<b>Residual Risk Rating</b>	<b>Further Action Required</b>		
<b>Exposure to Covid-19 infection as a result of direct or close contact with others, poor hygiene or poor communication</b>			16 Very High		<ul style="list-style-type: none"> <li>Refer to the school's current Covid-19 Exposure – Reducing the Risks in Schools General Risk Assessment</li> <li>All Covid infection control measures in place within the school must be <b>strictly adhered to at all times</b> during the operation of the breakfast club.</li> <li>This includes controls in relation to distancing, personal hygiene, environmental hygiene, ventilation, face coverings, PPE and visitor control.</li> <li>Those operating breakfast clubs must follow local and national public health guidance including that in relation to Test and Protect.</li> </ul>						9 medium			
<b>Additional Local Concerns</b> To be completed by assessor					Pre-booking system introduced to ensure that numbers are limited and children are 2m apart or sit in class bubbles. Seating plans drawn up in advance each week and shared with staff. Parents have been made aware of limited									

		<p>movement around the hall and that children should remain in allocated seats throughout.</p> <p>No arts / crafts materials will be shared.</p> <p>Children must remain in seats throughout.</p>		
<p><b>Increased risk of exposure to Covid-19 and its effects as a result of poor communication</b></p>	<p>12 High</p>	<ul style="list-style-type: none"> <li>• All staff are aware of, and have access to, the full range of guidance on managing risks associated with Covid-19</li> <li>• All volunteers are aware of the Council and school controls and other arrangements for minimising Covid-19 exposure.</li> <li>• All adults involved with Club have been briefed on local arrangements and understand the role they have to play prior to engaging with the Club.</li> <li>• All adults involved with Club have the opportunity to discuss arrangements on an ongoing basis and are aware of how to report concerns.</li> <li>• Zero tolerance of symptoms should be in place and staff and volunteers will follow strict compliance with current Government guidance in relation to Test and Protect and restrictions on movement.</li> <li>• Staff and volunteers understand Covid-19 infection symptoms and what to look out for.</li> <li>• All visitors including parents and contractors are advised not to enter the premise unless previously agreed by the school management team.</li> <li>• All pupils and parents using the Breakfast Club are aware of the arrangements and controls within the school and their responsibility in taking these forward.</li> <li>• The school has arrangements for good quality dialogue with users of the Breakfast Club about controls and expected behaviours.</li> <li>• The school will inform all staff and volunteers and follow all instructions in relation to the following national programmes available to all establishments within South Lanarkshire : <ul style="list-style-type: none"> <li>✓ Test and Protect programme</li> <li>✓ Access to Covid-19 testing for staff and pupils</li> <li>✓ At Home Lateral Flow Testing</li> </ul> </li> </ul>	<p>9 medium</p>	

<b>Additional Local Concerns</b> To be completed by assessor		<ul style="list-style-type: none"> <li>• Ensure effective liaison with catering staff to confirm that all necessary hygiene measures are in place in relation to food preparation, handling and waste disposal.</li> <li>• Parent volunteers no longer used. Only one member of support staff in the hall to minimise crossover of staff / pupils / bubbles. Limited numbers of children enable this.</li> </ul>		
<b>Exposure to illness, injury or death as a result of poor preparation and failure to manage key risks in areas such as:</b> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Security</li> <li>• First aid</li> <li>• Traffic management</li> <li>• Use of equipment</li> <li>• Use of volunteers</li> <li>• Adverse weather</li> <li>• Food preparation</li> </ul>	<p>12 High</p>	<ul style="list-style-type: none"> <li>• Information issued to parents including planned operational arrangements, times and menu.</li> <li>• School dining area is used in the same way as at other meal times. Suitability of any additional rooms are discussed with Support Services Co-ordinator prior to use.</li> <li>• All staff, volunteers and participants are aware of the school's Fire Evacuation procedures including muster points and PEEPs.</li> <li>• Fire controllers are in place for the areas in which the Club operates.</li> <li>• Controlled access and visitor control measures are in place during Breakfast Club times.</li> <li>• All existing SLC policies and procedures remain in place during Breakfast Club times including Violent Incident reporting procedures.</li> <li>• One member of staff should be designated as Appointed Person with back up for absence and leave. Existing First Aid provision should be extended to cover Breakfast Club times where trained first aid accredited employees are available.</li> <li>• Adequate levels of supervision are in place</li> <li>• Attendance register in place. Participants restricted to designated areas only including toilets.</li> <li>• School behaviour policy and guidelines. South Lanarkshire Council's Promoting Positive Relationships and Understanding Distressed Behaviour Guidelines.</li> <li>• Clean up procedure for spillages is in place and agreed with staff/volunteers and catering assistants</li> <li>• Appropriate cleaning materials are available to staff and volunteers and used under the direction of catering staff</li> <li>• The school traffic management plan is in place during Breakfast Club Hours</li> <li>• All volunteers have the required Disclosure check in place</li> </ul>	<p>6 medium</p>	

		<ul style="list-style-type: none"> <li>Volunteers are given a briefing on key school policies including Emergency Evacuation, Child Protection, Manual Handling, Working at Height and First Aid provision.</li> <li>The school will be aware of recorded needs and will communicate these to staff and volunteers as necessary.</li> <li>Staff and volunteers are made aware of allergies. Menus are adjusted as appropriate.</li> <li>Normal guidelines on safe administration of medicines will apply.</li> <li>Catering staff will provide advice and guidance on food hygiene as required to staff and volunteers.</li> <li>Wall bars and similar internal PE apparatus will not be in use during Breakfast Club times.</li> <li>All electrical equipment PAT tested</li> <li>Normal guidelines including the school's Adverse Weather Plan will apply during Breakfast Club times</li> </ul>		
<b>Additional Local Concerns</b> To be completed by assessor		SS Team Leader is Fire Controller and First Aider. HT also trained Fire Controller as back up, if available. No back up First Aider present until 8.45am All staff / pupils are familiar with exit procedures in event of fire.		
<b>DYNAMIC RISK ASSESSMENT</b> <b>(Prior to and during breakfast club provision)</b>		<ul style="list-style-type: none"> <li>Carry out dynamic risk assessment and put measures in place to reduce the risks where possible.</li> </ul>		
<b>DYNAMIC RISK ASSESSMENT LOG</b>  Risk found and date				

Supplementary recording sheet used? Yes ☐ No ☒ Number of sheets used: \_\_\_\_\_

***Note on Manager Actions:***

Heads / Managers and providers should use this assessment to cover general and local matters specific to their establishment / provision. This local information can be added above to create an overall action plan to help ensure everyone understands what is required of them and how they can best protect themselves and others.

**You should review this document in partnership with staff/volunteers and their representatives, adapt as necessary for your establishment/provision, sign off and share with all persons involved. It is good practice to review these arrangements on an ongoing and regular basis with your team.**

**Specific Additional Guidance/Notes:**

- Current public health approach on clinical vulnerabilities
- Government direction and guidance on required action available from [www.gov.scot/coronavirus-covid-19/](http://www.gov.scot/coronavirus-covid-19/)

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Further Actions/Recommendations		Timescales	Responsible Person
<b>Standard Actions</b>			
Provision of Information, Instruction and Training			
Passing on the details to others within SLC, partners or contractors			
Preparation of Safety System of Work			
Commissioning other specialist risk assessments (please list relevant ones)	1)		
	2)		
	3)		

**Risk Matrix.**

Use the matrix below to give a general evaluation of risk, based on the **most likely** outcome.

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<b>Almost Certain</b> (90% - 100%)	5	10	15	20	25
<b>Likely, only to be expected</b> (65 - 88%)	4	8	12	16	20
<b>Probable, not surprising</b> (40 - 64%)	3	6	9	12	15
<b>Unlikely</b> (10 - 39%)	2	4	6	8	10
<b>Rare</b> (0 - 9%)	1	2	3	4	5 **
<div>Likelihood</div> <div>Consequence</div>	<b>Insignificant</b> (scratch, minor cut/bruise)	<b>Minor</b> (Lacerations/sprain strains, mild health effects)	<b>Moderate</b> (Minor bone break, temporary minor illness/eye injury)	<b>Major</b> (break of major bone, loss of digit, minor illness, electric shock, loss of limb/eye serious illness)	<b>Catastrophic</b> (Fatality)

Low		Medium		High		Very High	
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\*\* If a fatality is being considered as the principal potential outcome, discussion should take place with the H&S team

**Risk Assessor(s):**

**Reviewer:**  
**Laura Black**

Signature(s)


<b>Date:</b>	<b>29/03/2021</b>
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**Manager Name:**

Establishment:

Date:

**Signed:** \_\_\_\_\_

			
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Notes: