



Sunrise and Sunset Wrap Around Care

Risk assessment and risk management record **Off-site activities and educational visits** **Outdoor Education Unit**

Establishment: Shipton Bellinger Primary School **Location/Purpose:** Breakfast Club (Sunrise) & After School Club (Sunset)

Leader: Mrs Hill (Deputy) **Other staff:** Mrs Christer (Assistant) **Group size:** 1 - 16 (max) **Ratio:** 1:8

Identifying the hazards – assessing the risk	Control measures – reducing the risk	
<p>Parental consent/ security</p> <ul style="list-style-type: none"> • Have parents provided formal consent for their child to attend the club? • Are parents' up to date contact details known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems)? • Is the means of access to the club area security access controlled, including visual control over visitors? • Is a communication link / phone available in the area used by the club? • Is a register kept daily of pupils attending the club? 	<ul style="list-style-type: none"> • Deputy has a record of all permission slips • Communication folder is available in Centenary Room which has up to date contact details of parents, carers, etc. • Only one access available – main access to Centenary Room is via buzzer. Deputy or Assistant will let the parents in. • Phone available in Centenary Room. Parents can ring the club directly. • Register kept by main access – parents sign children in and out. 	<p>Low Low Low Low Low</p>
<p>Supervision</p> <ul style="list-style-type: none"> • Are supervision ratios appropriate (taking into account staff absenteeism / holidays / sickness)? • Have supervising staff been DBS checked? 	<ul style="list-style-type: none"> • Ratio 1:8 is in place. HT or DHT will cover any sickness/ absence. • All staff DBS checked. Duty Manager works in school as a TA / Assistant is an MDSA. 	<p>Low Low</p>
<p>Food Safety</p> <ul style="list-style-type: none"> • Have staff responsible for preparing or handling foods appropriate food safety knowledge / food hygiene training? • Are there suitable arrangements for the storage of club food, including chilled / perishable foods? • Are foods known to cause allergies to pupils avoided? 	<ul style="list-style-type: none"> • Duty Manager has up to date & appropriate hygiene qualification. • Fridge and freezer for club use are in the Centenary Room. Oven to be used in the main hall (large open space). Toaster and microwave are used within the Centenary Room and all used by staff. • Medication forms are available from the office. These details will be kept in a folder for reference at all times. 	<p>Low Medium Low</p>

<p>Health and Safety, First Aid, Administration of Medication, Fire Procedures</p> <ul style="list-style-type: none"> • Are there adequate numbers of club staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays, etc?) • Is a comprehensive first aid kit available? • Is there a policy for the administration of medication? And are club staff familiar with the policy? • Is parental consent obtained prior to medication being administered to pupils? • Fire Procedure in place? 	<ul style="list-style-type: none"> • Both staff are first aid trained. • First aid kit is available in Centaury Room and First Room is available throughout the club. • Staff are fully aware of the administration of medication and the Wrap Around Care policies. • Parental Consent forms are available in the main office and will be used for any new medication. • Fire drills will be carried out regularly. The club follow the evacuation procedures displayed in the school. Adults to take children out of the nearest exit and line them up on the playground, facing way from the school. Register will be taken out by the deputy. 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
--	--	---

<p>Completed:</p>	<p>Date _____</p>
<p>Signed:</p>	<p>Group leader _____</p> <p style="text-align: right;">Head of establishment or EVC _____</p>