

Risk Assessment

FOR: - Stratford Primary School Before and Afterschool club

COMPLETED BY: - Simon Arnold (Fitt4kids)

DATE: - updated 1/1/24

Activity	Hazard identified	What is the risk?	Who is at risk?	How is the risk controlled? What further controls are needed?	Who is in charge?
Hall	Electrical equipment, wires for movie day	Electric shock, burns and trips and falls	Staff/ Children	Coach informs children not to touch electrical goods, cover wires with mats	Fitt4kids staff
Hall	Blocked Fire exit doors with equipment or children bags	Slower Evacuation, burns, death	Staff/Children and parents	Coach informs children to but bags and clothing in a suitable area. Equipment put in a comer away from doors	Fitt4kids staff
Hall	Ceiling and Lights	Rubble falling on the floor or landing on people, Tiles falling down	Staff/Children and parents	Children must keep balls at head height. Use soft balls not hard ball indoors . Coaches remind children to keep balls down	Fitt4kids staff
Hall	Benches	Trips, bumps and falls	Staff/Children	Benches are kept on the sides or in a corner out of the way. Benches don't get stacked on top of each other	Fitt4kids staff

Hall	Piano	Trips, bumps and falls	Staff/Children	Piano is kept out of the way in a corner	Fitt4kids staff
Hall	Wet Footwear from coming in from outside	Trips, bumps, falls, cuts and burns	Staff/Children	Coaches ask children to wipe feet on the carpet before entering the hall. Bring extra footwear	Fitt4kids staff
Hall	Hall floor	Trips, bumps, falls, cuts and burns	Children	Children must bring correct footwear (soft base) for indoors. Also to prevent marks on floor	Fitt4kids staff
Hall	Windows	Cuts and bruises	Children	Coaches are to use soft balls to prevent windows from breaking, if windows were to break coaches must keep children away while clean up in the correct way	Fitt4kids staff
Toilets	Walking to the toilet	Slips, trips, falls and cuts	Children	Coaches inform children to walk NOT run to the toilet. 2 children are sent at a time	Fitt4kids staff
Playground	Wet surface	Slips, trips, falls and cuts	Children	Coaches monitor playground surface before going outside	Fitt4kids staff
Field	Wet surface	Slips, trips, falls and cuts	Children	Coaches monitor the field before going outside. Children must wear correct footwear	Fitt4kids staff

Gates. Doors	Children Escaping or intruders	Going missing	Staff/Children	Coaches explain to children not to speak to strangers or to open a door and must inform coach. Coaches' close doors and gates	Fitt4kids staff
Football Goals	Hanging on goals	Cuts, bruises and falls	Staff/Children	Coaches explain that children should not hang on the goals. Coaches should check goals before use	Fitt4kids staff
Equipment	Incorrect use of equipment	Cuts and bruises	Staff/Children	Coaches inform children and show children how to use equipment correctly.	Fitt4kids staff
Children collisions	Children collide with each other with or without equipment	Cuts, bruises, trips and broken bones	Staff/Children	Coaches must ensure the area provided is suitable for the number of children. Coaches repeatedly tell children to find space and look where they are going	Fitt4kids staff
Area	Sharp object such as glass or sticks	Cuts bruises, trips and fall	Staff/Children	Coaches must always check area before use and make sure no danger objects are around	Fitt4kids staff
Fire procedures	Not knowing where to go, losing children	Cuts, bruises, trips, falls, fractures and death	Staff/Children	Coaches and children need to know where the 'fire point' is encase of a fire (On the Playground	Fitt4kids staff

				at the front of school) Exit nearest fire exit and children must follow coach to fire point. Leave all belongings	
Arts and Craft equipment	Pencils, crayons, paint, glue, scissors	Chocking/ death Cuts Eating glue and paint	Staff/Children	Coaches are to show children how to use equipment safely. Only get out suitable equipment out when necessary. Coach observe children when using equipment	Fitt4kids staff
Lego equipment	Small Lego pieces	Chocking/death Small pieces going up the nose in the ears	Staff/children	Coaches are to make sure Lego stays on the table in one area. Coaches explain rules about using lego. Coaches observe when lego is out	Fitt4kids staff
Board games and giant games	Small pieces and large pieces	Chocking/death Bruises Slips and falls	Staff/Children	Coaching makes sure equipment in one area. Coaches go over rule about using the equipment. Coaches observe area. No running/jumping on twister mat	Fitt4kids staff

Intimate care required	Possibility of allegations of abuse Other children left unsupervised	Allegations of the coach and children messing around	Coach, child and children	Coach will ask if the child needs help. 1 coach will then and help deal with the situation if required. While other coach will look after the group, While the coach is also observing and supporting the other coach who helping the child. Door to be open at all times	Fitt4kids staff
Child needs medical attention	Use and access to First aid Kit	Injuries to child	Coach, child and children	Coach will take the first aid kit out with them, if inside the first aid will be on the front desk. Other coach will deal with the situation while the other coach looks after the group of children	Fitt4kids staff
Child needs medical attention	Emergency services	Deep cuts, broken bones, head injury and none responsive	Coach, child and children	1 Coach will look after the children while the other coach deals with the incident . Coach will call 999 once examined the situation. Coach will support while they wait for the emergency services	Fitt4kids staff

Coach needs medical attention	Use and access to First aid Kit	Injuries to coach	Coach, child and children	Coach will take the first aid kit out with them, if inside the first aid will be on the front desk.	Fitt4kids staff
Coach needs medical attention	Emergency services	Deep cuts, broken bones, head injury and none responsive	Coach, child and children	Other coach will contact the emergency services, if needs be send 2 older children to go to the school office for them to support	Fitt4kids staff
Emergency evacuation required	Fire, flood and falling roof	Cuts, bruises, stuck in building	Coach and children	Coach will follow the emergency procedures if inside the building. Coach will take register once outside at the fire point and take register and head count.	Fitt4kids staff
Child goes missing	Missing child	Loss of child	Coach and children	Before school club parents drop off, afterschool ks1 teachers drop the children to club, ks2 walk in. If a child who meant to be on the register who isn't coach will speak to the school office or school staff member. Coach will head count once done the register at the start of the	Fitt4kids staff

				session. If a child has gone missing during the session coach will follow our Child missing policy , once after the parent and emergency services will be contacted	
Collection by unknown person	Abducted	Child going to the wrong person	Coach and child	Coach will have information on who will be collecting the child. If a child is getting picked up by someone different coach will be informed by parent. Password will be required	Fitt4kids staff
Ofsted arrive for inspection	Speaking to Ofsted	Children not supervised	Coach and children	Ofsted will have all policies and procedures in folders to look through. Ofsted will require to sign in our visitor sheets Session will run inside in case Ofsted inspector has any questions.	Fitt4kids staff
Child requires medication administering	Mistreating medication or not providing medication	Overdose, Falling ill due to lack of medication	Coach and child	Coach will follow our medication administration policy	Fitt4kids staff