**COMPLETED BY: -** Simon Arnold (Fitt4kids)

**DATE: -** Updated 3/03/2025

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| **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?** |
| Classroom | Electrical equipment | Electric shock, burns and trips and falls | Staff/ Children | Coach informs children not to touch electrical goods. Wires are to be covered by suitable mats if they could present a trip hazard.  Coach remains vigilant to ensure instructions are followed.  All electrical equipment is PAT tested to ensure electrical safety.  Electrical equipment that is damaged or that appears unsafe, is not to be used | Fitt4kids Staff |
| Classroom | Blocked Fire Exit doors with equipment or children’s bags | Delayed Evacuation/ risk of burns/ potential death | Staff/Children and parents | Coach informs children to put bags and clothing in a suitable area. Equipment put in a corner away from doors.  Coach remains vigilant to ensure instructions are followed and Fire Exits remain clear. | Fitt4kids Staff |
| Hall | Benches | Trips, bumps and falls | Staff/Children | Benches are to be kept on the sides or in a corner out of the way. Benches will not be stacked on top of each other. | Fitt4kids staff |
| Hall | Ceiling and Lights | Rubble falling on the floor or landing on people, tiles being displaced and falling from ceiling. | Staff/Children and parents | Children instructed to keep balls at head height. Use soft balls indoors. No hard balls to bee used indoors. Coaches remind children to keep balls down and remain vigilant to ensure compliance. | Fitt4kids Staff |
| Hall | Piano | Trips, bumps and falls | Staff/Children | Piano is kept out of the way in a corner. Coaches to remain vigilant and ensure children do not venture close to where the piano is stored. | 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 floor mat before entering the hall.  Parents advised that children should bring extra footwear.  Coaches to remain vigilant to any tracking of water and to ensure wet areas are dried if they present a slip hazard. | Fitt4kids Staff |
| Hall | Windows | Cuts and bruises -danger from broken glass. | Children | Coaches are to use soft balls to prevent windows from breaking. In the unlikely event of breakage coaches must keep children away while broken glass is cleaned.-up and the area made safe.  Any breakage to be reported to school as soon as possible. | Fitt4kids Staff |
| Toilets | Walking to the toilet | Slips, trips, falls and cuts | Children | Coaches inform children to walk and 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.  Outdoor play to take place only if weather conditions /state of play surfaces are safe. | Fitt4kids Staff |
| Playground | Climbing Equipment | Slips, trips, falls and cuts | Children | Coaches remind children to treat the equipment with respect and to play on it safely and not use it inappropriately. Coaches closely monitor the behaviour on play equipment. If a child does not follow the instructions to play safely, they will be prevented from using the equipment. | Fitt4kids Staff |
| Gates. Doors | Children Escaping or intruders | Going missing | Staff/Children | Coaches explain to children not to speak to strangers or to open doors or gates. Coaches advise children they must inform coaches if they see any door or gate open.  Coaches make sure the playground gate is locked before children go outside and they remain vigilant so children remain away from any exit point. | Fitt4kids Staff |
| Sports Equipment | Incorrect use of equipment | Cuts and bruises | Staff/Children | Coaches inform children and show children how to use equipment correctly and remain vigilant to ensure children are using the equipment as instructed. | 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 present.  Coaches continuously tell children to find space and look where they are going. Coaches will remain vigilant and give appropriate first aid if needed. | Fitt4kids Staff |
| Outdoor 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 there are no dangerous objects present. | Fitt4kids Staff |
| Fire/ Fire Procedures | Not knowing where to go, losing children | Delayed Evacuation/ risk of burns/ serious injury/ death | Staff/Children | Coaches and children need to know where the ‘Fire Point’ is in case of a fire [On the school KS1 playground/Trim trail].  Coaches will instruct children to exit through the nearest fire exit and one Coach will lead children to the fire point, leaving all belongings. Remaining Coach(es) will follow to ensure all children leave the building and to collect any child that may have visited the WC. Coaches re do register using the iPad and number count children | Fitt4kids Staff |
| 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. Coaches will only get out suitable equipment for the age and number of children present.  Coaches will 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 and are observe play when Lego is out. | Fitt4kids Staff |
| Board games and giant games | Small pieces and large pieces | Chocking/death  Bruises  Slips and falls | Staff/Children | Coaches makes sure equipment is contained in one area. Coaches go over the rules about using the equipment. Coaches observe play to ensure play remains safe.  No running/jumping on the 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 | A Coach will ask if the child needs help. One coach will then help deal with the situation if required. The other coach will look after the group and position themselves to be able to observe their colleague, who is assisting the child. This is to comply with our Safeguarding Policy. THE DOOR IS TO REMAIN OPEN AT ALL TIMES SO THE COACH IS EFFECTIVELY NOT ALONE WITH THE CHILD. | 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 or wear first aid pouch-bag. If indoors, the first aid kit will be on the front desk.  One coach will deal with the situation while the other coach(es) look after the group of children | Fitt4kids Staff |
| Child needs medical attention | Emergency services | Deep cuts, broken bones, head injury and nonresponsive | Coach, child and children | One 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 the child while they wait for the emergency services and administer any essential response eg CPR/Placing child in recovery position (any action based on their Paediatric First Aid Training). | Fitt4kids staff |
| Coach needs medical attention | Use and access to  First aid Kit | Injuries to coach | Staff, child and children | Coach will take the first aid kit out with them or wear first aid pouch-bag. If inside the First Aid Kit will be on the front desk. | Fitt4kids Staff |
| Coach needs medical attention | Emergency services | Deep cuts, broken bones, head injury and none responsive | Staff, child and children | Other coach will contact the emergency services. Coaches can communication using the walkie talkies if outside | Fitt4kids Staff |
| Emergency evacuation required | Fire, Flood or Other Emergency | Cuts, bruises, stuck in building | Staff and children | Coach will follow the emergency procedures. If inside the building, one coach will lead the children and remaining Coach(es) will ensure all children exit the building and collect any child that may be using the WC. Coach will take register once outside at the Fire Point this will confirm the head count. | Fitt4kids Staff |
| Child goes missing | Missing child | Loss of child | Staff and children | After School Club  - KS1 teachers drop the children to Club,  - KS2 children walk in.  If a child who is meant to be on the register is absent the Coach will advise the school office or school staff member.  Coach will head count and do the register at the start of the session.  If a child has gone missing during the session the Coach will follow our Child Missing Policy.  Once a thorough search has been undertaken, and no later than 10 minutes from when the child was noted as missing, the emergency services and parent(s) will be contacted | Fitt4kids Staff |
| Parent Pick up | Intruders and children escaping | Child going to the wrong person | Children | Parents are required to pick up at certain times either 16:30 or 17:30 so we can dismiss the children at certain times.  If parents require an earlier finish, parents can contact our wrap-around number.  The process for staff will be the same - Children will be asked to collect all their belonging and be escorted to the school office for dismissal.  Coach will have the iPad to register their dismissal. | Fitt4kids Staff |
| Collection by unknown person | Abducted | Child going to the wrong person | Staff and child | Coach will have information on who will be collecting the child on the iPad.  If a child is getting picked up by someone different, the coach will be informed by the parent. Parents can fill out our ‘Collection by Unknown Person’ form. A **Password** is required from the ‘Unknown Person’. | Fitt4kids Staff |
| Ofsted arrives for Inspection | Speaking to Ofsted | Children not supervised | Staff and children | Ofsted will have credentials checked.  Ofsted will be required to sign in our visitor sheets  Ofsted will have all policies and procedures made available in folders to look through.  The 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 | Staff and child | Coach will follow our Medication Administration Policy | Fitt4kids Staff |
| Wrap around mobile phone and walkie talkies | Taking photos | Using them for unprofessional reasons | Staff | Staff must follow our Mobile Policy and in addition our Wrap-around Mobile cannot take photos. In addition Staff will have walkie talkie to communicate to each other when needed. | Fitt4kids Staff |
| Food hygiene | Unqualified staff | Making children ill due to no knowledge | Staff and children | Staff are required to complete a food hygiene course of level 1 or level 2 before handling food | Fitt4kids Staff |
| Food hygiene | Food packaging when arriving and when in use | Making children ill | Staff and children | All food arrives in packaging. Once food is opened staff are to put food in a sealed bag labelled with ‘Date Opened’ and ‘Use by Date’. | Fitt4kids Staff |
| Food hygiene | Preparing food | Making children ill | Staff and children | Staff are to wash the surfaces and area before use. Staff are to wash hands and use latex gloves as appropriate. | Fitt4kids Staff |
| Food hygiene | Cleaning cups and plates when not in use | Making children ill | Staff and children | Staff are to clean cups and plates when the children are finished ready for use again | Fitt4kids Staff |
| Food hygiene | Using Toasters and Fridges |  | Staff and children | Staff are to put food in the school fridge as necessary.  Toast will be made in the toasters.  All electrical equipment is PAT tested to ensure electrical safety. | Fitt4kids Staff |
| Hama beads | Playing with Hama Beads | Choking | Children | Coaches must set out a designated area for this activity. This activity must be supervised at all times. Coaches are to instruct children to not put Hama beads near their mouth, nose or ears to prevent choking and getting the Hama bead stuck. Hama beads are to stay on the table | Fitt4kids  Staff |
| Iron | Using the Iron to heat the Hana beads | Burning | Staff and Children | Coaches are to have an area (Safety area) to heat the Hama beads but children are NOT allowed to enter that space-Coaches make sure to tell the children where this area is. Coaches collect what needs Ironing and once cooled down give to child. When not using the Iron make sure Iron is turned off and put away when cooled down | Fitt4kids  Staff |