

South Baddesley CE Primary School: Extended Provision Risk Assessment

| Hazard | Control Measures | Who? | When? | Outcome |
|---------------------------------|--|--|----------------|--|
| <p>Age and number of pupils</p> | <p>In this school due to all other control measures in place, Extended Provision runs on a ration of 1:12</p> <p>If there is an occasion where there are high numbers of year R pupils, who are under 5s, enrolled at the club, the number can be capped at 8.</p> <p>The Sports Clubs are run by coaching staff with level 3 qualifications and so are equipped for a ratio of 1:30</p> <p>Additional coaching staff are employed for gymnastics and if the number of year R, under 4s exceeds 8 pupils.</p> <p>Staff are aware of any pupils with additional needs and consult the class teacher regarding any adaptations that need to be made.</p> <p>A senior member of staff is on-site at all times and available to support staff if necessary.</p> <p>Staff are able to use the school's RED triangle system in an emergency.</p> <p>Lone working is not permitted.</p> | <p>TL AM Superstars coaches Admin team</p> | <p>Ongoing</p> | <p>Ratio of staff to pupils is safe and supervision of children is good.</p> |

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| Eating and food preparation | <p>Snacks are prepared on-site. Food is stored in appropriate storage and purchased weekly. Food beyond the sell-by date is not consumed.</p> <p>Staff provide varied snacks that are part of a healthy balanced diet and menus are available on request..</p> <p>Staff preparing the food have food-hygiene qualifications.</p> <p>Staff have access to all individual Health Care Plans and work with parents to ensure that children with special diets are appropriately catered for.</p> | <p>TL JL AM SH</p> | Ongoing | Children eat a healthy snack appropriate to any specific diets during extended provision times. |
| Safeguarding | <p>A DSL is always available whilst the club is open.</p> <p>Concerns are reported using the school's My Concern software.</p> <p>The school provides Safeguarding training at least annually and has up-to-date policies relating to Child Protection and Prevent.</p> <p>All relevant employment checks are in place and recorded on the SCR.</p> <p>The school completes regular site inspections to ensure the provision is safe and fit for use.</p> <p>All rooms have clear fire exits and routes are known to all staff.</p> | <p>TL Superstars coaches</p> | Ongoing | Appropriate Safeguarding arrangements are in place to ensure that a high culture of Safeguarding is maintained. |
| Staffing qualifications | <p>Extended provision leadership staff have NVQ level 3 qualifications</p> | <p>AM Superstars</p> | Ongoing | Staff are appropriately skilled and qualified for the role. |
| Registers | <p>Following booking, paper registers</p> | <p>AM</p> | Ongoing | Attendance registers ensure |

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| | are completed and maintained in case of a fire or other emergency evacuation. Staff members are able to access emergency contacts via Arbor. | TL Superstars coaches | | all children are safe. |
| Fire Safety and Lockdown | Follow school policies for evacuation. The member of SLT on call is responsible for sweeping the building if there is an evacuation due to a risk of fire. | ASC staff and SLT | On-going | Systems for site evacuation are clear and robust. |