

**Magical Maths & Exciting English  
Risk Assessment for After School Activities**

**Course/Club: Magical Maths & Exciting English**

**Assessors: Maureen Bradford and Jenni Bradford**

**Date:** 05/02/20

**Date of Review:** 05/02/2021

<b>Hazard</b>	<b>People affected</b>	<b>Existing controls</b>	<b>Level of</b>	<b>Additional controls</b>
Injury to child during session	Child	<p>Ensure that injury hazards are removed e.g. coats and bags must be kept in a safe place, so that people cannot slip on them.</p> <p>Make sure that children cannot fall and get injured on objects such as chairs and tables in more practical games. Staffing to ensure supervision of rest of group if a child gets injured.</p> <p>Parents phone number held on the register. Parents should be called if a child gets injured and distressed.</p> <p>Mobile phone on person - battery fully charged.</p> <p>Staff must tell parents/carers of any injury, no matter how small.</p> <p>Ensure parents/carers &amp; your manager are informed (using accident forms) if a child gets hurt.</p> <p>If the injury is to the head, they must complete the 'head injury' form to be sent home.</p> <p>Ensure that you have a charged mobile phone so that your call call 999 in the case of a serious injury.</p>	Low	Staffing to support
Child missing during session	Child	<p>Register taken at start of session.</p> <p>Ensure the Child/Adult ratio of 12:1 is maintained.</p> <p>Ensure that the whereabouts of any absent children are investigated at the beginning of a club - by asking the school or calling the parents.</p> <p>Staffing to ensure supervision of group whilst search is carried out.</p> <p>If extra children turn up who aren't on the register - ensure their parents know of their whereabouts, and get the parents' number and pass it on to your manager to call and sign up after the session.</p>	Low	Staffing to support with group and/or search
School property vulnerable during course and at pick-up times	School community	<p>Agree one drop-off and pick up point with the school and parents.</p>	Low	Staffing to support security – front door and gates
Intruder on school premises approaching children	Child	<p>Staffing to ensure safety of group.</p> <p>Mobile phone on person – battery fully charged.</p>	Low	Staffing to support in emergency
Parents failing to turn up for collection of child	Child	<p>Parents phone number kept on register.</p> <p>Mobile phone on person – battery fully charged.</p> <p>Ensure that children are not left unattended. After five minutes ring the parent or carer to arrange collection. If longer than 5 minutes let the school know. If there is no parental or career contact, speak with a member of the school.</p>	Low	

School property damaged during course/club e.g. window broken	School community and children	Inform Premises Manager.	Low	
Fire occurring on the site	School community, children and staff	Staff must ensure that they become familiar with the sites fire evacuation procedures and consider their escape route from the space they are working in. Leave all belongings behind. Take the register so that you can check all of the children are safely out of the building.	Low	

