Annex: Health and safety risk assessment

Workplace location: A school
Task or activity: Operating free breakfasts

Hazard	Who might be harmed?	Risk rating	Is the risk adequately controlled?	What further action is necessary to control the risk?	Residual risk
Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide: • slipping or tripping hazards • noise • electricity • fume • fire • vehicles • dust • violence • chemicals • moving parts of machinery • manual handling • work at height • ejection of materials • poor lighting • pressure systems • low temperature	There is no need to list individuals by name – just think about groups of people doing similar work or who might be affected, for example: • office staff • operators • maintenance personnel • cleaners • contractors • members of the public • people sharing your workplace Pay particular attention to: • disabled people • young people • inexperienced staff • visitors • lone workers • pregnant or nursing women	Prioritise risk as High, Medium or Low	Have you already taken precautions against the risks from the hazards you listed? For example: have you provided: • adequate information, instruction or training? • adequate safe systems or procedures? Do the precautions: • meet the standards set by a legal requirement? • comply with a recognised standard? • represent a good practice? • reduce risk as far as reasonably practicable? If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures and manuals giving this information.	What more could you reasonably do for those risks which you found were not adequately controlled? Priority should be given to those risks that affect large numbers of people or could result in serious harm. Apply the principles below when taking further action, if possible in the following order: • remove the risk completely • try a less risky option • prevent access to the hazard (for example by guarding) • organise work to reduce exposure to the hazard • issue personal protective equipment	Prioritise as high, medium or low

List hazards here	List groups of people who are especially at risk from the significant hazards that you have identified	Risk	List existing controls here or note where the information may be found	Describe the action needed (where it is reasonably practicable) to control risks, specifying the target date for action and the person to action	Residual risk
Poor security of school buildings Violence at work	Free breakfast staff Free breakfast learners Parents of learners (who attend breakfast sessions)	M	Where appropriate, access to free breakfast sessions should be from the school's main entrance, as a security access control system is provided at this location. Where this is not appropriate (for example free breakfast sessions operating in areas far from the main entrance or within buildings separate to the main school building) a suitable access point should be established which is fitted with a suitable security access system.	Where the free breakfast session is operated in areas remote from the access point (classrooms at the end of the corridor or first floor rooms) consideration should be given to the provision of a visual and voice security access system so that staff allowing access can see who is there prior to remotely unlocking the access doors.	L
			Free breakfast staff are encouraged to challenge any visitors within the building (other than known parents or carers who may be accompanying their children). A communication link, system or phone line is provided and is available within the free breakfast session area so staff are able to phone for assistance if required. (Free breakfast session staff also have their own mobile phones.) A register is kept of all learner attendees.		

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Poor fire safety management	Free breakfast staff Free breakfast learners Parents or carers of learners (who attend free breakfast sessions)	H	Existing school fire risk assessment has been reviewed in respect of the operation of the free breakfast session. Corridor fire doors should only be held open: • temporarily for very short periods (such as during cleaning operations) • with electro-magnetic or sonic hold-open devices which are linked to the fire alarm system so that they close when the alarm is activated School fire action notices are displayed at all alarm call points and in all rooms used for free breakfast sessions Free breakfast staff are familiar with and have been given instruction on the school's evacuation procedures. Emergency evacuation drill exercises are carried out each term (ideally at the start, to take account of new staff and learners). All drills are recorded in the school fire safety logbook. The register of learner attendees at the free breakfast session is used at evacuation for the purposes of conducting a head count.	Fire awareness training to be undertaken by appropriate staff	L

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Inappropriate first aid provision	Free breakfast staff Free breakfast learners Parents of learners (who attend free breakfast sessions)	L	All free breakfast staff are aware of location of the first aid kit Appropriate signage is in place indicating location of first aid kit. Suitable and sufficient numbers of free breakfast staff trained in appropriate first aid at work qualification (minimum standard of appointed person and emergency aid) An external communication link or phone is provided within or near free breakfast session area which is available for contacting the emergency services if needed (for example an ambulance).	First aid kit in free breakfast session is to be included in existing school arrangements for regular checking and replenishment of contents	L
Inappropriate selection of rooms for free breakfast activities	Free breakfast staff Free breakfast learners Parents of learners (who attend free breakfast sessions)	L	All rooms used for activities have been considered in terms of size and layout to be reasonable for the maximum possible number of learner attendees.		L

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Use of and exposure to substances hazardous to health	Free breakfast staff Free breakfast learners Parents of learners (who attend free breakfast sessions)	M	Where dishwashers are used consideration is given to the detergent products used and the risks of injury from their use, handling and storage. A manufacturers hazard data sheet is available and COSHH (Control of Substances Hazardous to Health) risk assessment in place for each product. Suitable and sufficient personal protective equipment (PPE) is provided to staff as dictated by the COSHH risk assessment for each product. Free breakfast staff to be made aware of the COSHH risk assessments and PPE requirements. Documentation to be readily available in case urgent reference is required, for example in the event of accidental contact from a splash in eye. All products classified as being hazardous to health are stored securely and are not physically accessible to learners or any other persons.	Consider sourcing less hazardous detergent products for the dishwasher.	L

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Use of electrical equipment	Free breakfast staff Free breakfast learners Parents of learners (who attend free breakfast sessions)	M	School procedures are in place for the periodic (currently annual) testing and maintenance of all portable electrical appliances (by a competent person). Any newly purchased electrical equipment is added to the school's inventory to ensure it is subject to testing at the next scheduled occasion. School procedures are in place for the testing and maintenance of fixed electrical installations at periods not exceeding 5 years (by a competent person). With the purchase of a number of additional portable electrical items consideration has been given to the provision of additional power sockets within the food preparation area so as not to overload sockets.	Free breakfast staff are regularly reminded not to bring electrical items in for use from home. Remove existing 2-way adapters and replace with 4-gang extension leads (on the advice of a competent electrician as these may not be suitable where a high current or load is drawn), which are secured to reduce the likelihood of tripping on the cable.	L
Use of other specialised school equipment	Free breakfast staff Free breakfast learners Parents of learners (who attend free breakfast sessions)	M	Where main school halls are utilised for indoor learner activities following the consumption of food, free breakfast staff are aware that equipment such as wall bars, trampettes and fixed metal apparatus must not be used, unless through specific agreement with school management and provision of supervision by a competent person.		L

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Use of school kitchen and equipment for food preparation	Free breakfast staff Free breakfast learners Parents of learners (who attend free breakfast sessions)	M	Liaison made with school catering supervisor and kitchen staff over school intentions regarding intended usage of dining hall and kitchen facilities. Specific agreement must be made with the local authority catering manager if the school kitchen area is to be used independently by the free breakfast staff. Free breakfast staff are informed that they are not permitted to use kitchen equipment (for example food mixers, deep-fat fryers, food slicers) and must only use free breakfast equipment (for example toasters).		L
No provision for supervision between close of free breakfast session and start of the school day	Free breakfast staff Free breakfast learners Parents of learners (who attend free breakfast sessions)	M	On accepting learners into free breakfast sessions the school assumes the civil duty of being in loco parentis (acting as a reasonable parent) as well as the common law duty of care and the legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of persons other than employees (in this case learners). As such, supervision will need to be provided at appropriate levels. Where free breakfast sessions finish before the start of the school day learners must continue to be supervised by an appropriate number of staff until the normal school day commences.		L

Unsafe workplace issues or conditions including: • slips, trips and falls • storage • food storage areas • glazing • finger trapping • access to unauthorised areas (cleaners' cupboards, food stores, kitchen areas)	Free breakfast staff Free breakfast learners Parents of learners (who attend free breakfast sessions)	M	In addition to the daily observations of school staff a school building or site risk assessment checklist is completed termly by senior staff. This exercise considers areas of the school used for free breakfast sessions. Action is taken as appropriate where remedial work or improvement is required. This exercise includes: • maintaining stairs, corridors and paths in a safe condition • keeping classroom, storage areas and corridors clean and in an orderly manner • providing adequate lighting in the free breakfast session areas, as well as in the areas leading to the free breakfast session entrance such as corridors, stairwells and external areas • ensuring glazing in higher risk areas are filmed or be of safety standard to prevent shattering upon contact • fitting 'finger guard' products to the inner hinge edges of doors that present higher risks of finger trapping (for example on toilet and access doors) to reduce the risks of injury • keeping cleaners' cupboards and food stores locked shut • preventing or restricting learner access to food handling areas	Spillages and learner body fluids (for example vomit) to be cleaned up immediately in accordance with normal school procedures. Plastic warning signs to be used (for example 'wet floor') during all cleaning operations New school procedure adopted – where the main hall is utilised for a free breakfast session the floor surface of the hall is swept after the end of activities in order to remove and collect any food items or spillage prior to morning assemblies and school use. External access routes to the free breakfast session are checked daily and treated with grit or salt during icy conditions.	L
Uncontrolled vehicle traffic on school site where pedestrians are present	Free breakfast staff Free breakfast learners	M	A school traffic management risk assessment is in place.		L

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	Parents of learners who attend free breakfast sessions		Measures are implemented to ensure physical segregation of any parents' vehicles arriving on site (to drop learners off) with pedestrians that may be present. Specific consideration has been given to provision of: • clearly marked walkways, paths and internal roadways • effective segregation of pedestrians and vehicles • clear signage showing required speed restrictions (5mph) • communication with contractors (both external and those services provided within the local authority) regarding scheduled times for deliveries and refuse collections to avoid where possible the early arrivals for free breakfast sessions		
Free breakfast staff not cleared through Disclosure and Barring Service	Free breakfast learners	M	All adults are subject to clearance through Disclosure and Barring Service checks prior to commencement of work.		L

Free breakfast staff unaware of applicable school procedures	Free breakfast staff	M	The school health and safety policy was updated to reflect the detailed responsibilities and arrangements for operating free breakfast sessions. The school policy has been communicated to all staff, including those supervising free breakfast sessions. Free breakfast staff are provided with latex-free disposable gloves for cleaning up spillages of body fluids. Free breakfast staff are provided with information on local school policy regarding requests for administration of medication for learners from parents or carers. Free breakfast staff and school staff responsible for authorised pick-up list are aware of parents' or carers' contact details so they can be reached if a learner becomes unwell during a free breakfast session.	The local authority's health and safety codes of guidance, which are applicable to a free breakfast session are made available to staff. Any parents joining their children for free breakfasts (for example being present on the site) must sign in and out as visitors. This information can be added to the learner register, which must be used to conduct a head count in the event of an emergency evacuation. Where administration of medication is undertaken, free breakfast staff need to be fully aware of the school policy and normal procedures (for example named photographs of learners with medical requirements and pro forma record sheets). The school nurse should also be contacted regarding any training requirements, for example for use of autoinjectors. A child collected from breakfast club should only leave with an authorised adult or with an alternatively nominated person.	L

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Poor communication of learner information	Free breakfast learners	M	A number of free breakfast staff are also employed during the school day and have a good knowledge of the learners. All free breakfast staff are aware of learner medical, dietary, behavioural or other special needs (for example any allergies)		L
Poor food hygiene standards	Free breakfast staff Free breakfast learners Parents of learners (who attend free breakfast sessions)	L	Free breakfast staff who prepare or handle food categorised as lower risk (for example toast, cereals) should undertake the Chartered Institute of Environmental Health (CIEH) Foundation Certificate in Food Safety within 3 months of commencement, and must apply basic and essential food safety principles, including: • making sure products are within date • washing hands prior to preparing or handling food and regularly as and when necessary • wearing appropriate clothing • tying back long hair • covering cuts and sores with suitable dressings (blue in colour) • not smoking or drinking during food handling or preparation Where breakfast menus are developed for higher risk foods (for example eggs or meat) staff should undertake the CIEH Foundation Certificate in Food Safety prior to food preparation or handling or be effectively supervised by someone who has attained the qualification.	Free breakfast staff aware of need to implement school smoking control policy.	L