

Little Munchkins Club Risk Assessment



School: Little Munchkins Children's Club Ltd at Woodfield School

Location: Anywhere on school site

Activity: Movements around site (inside/out)

What is the hazard:	What risk does this hazard pose and to who:	Risk level H L M:	Controls:	Action required:	Date to be reviewed:
Collision with vehicles	Pupils/ All staff members/ Parents	L L L L M M	<ul style="list-style-type: none"> • Pupils are supervised whilst in Little Munchkins Club and are waiting to be collected by parents. • Parents should be informed of an reminded of the particular road dangers around the school. • Pupils are reminded of the road dangers and the importance of staying within the school grounds until parents/carer/relative/friend comes to collect them. • A member of staff is always to be on duty to make sure children are not left to go on their own. These pupils remain under supervision until their parents arrive or can be contacted to make alternative arrangements. • Gates shut during arrival and departure of children to prevent vehicles coming onsite. • Marked walkway from car park to Little Munchkins Club with all signs to lead to the club. 		
Slips/trips	Pupils/ All staff members	H H	<ul style="list-style-type: none"> • Grit used in icy weathers to provide safe access to club. • Areas inside checked after wet playtimes 		

		M M	<p>to mop up any hazards.</p> <ul style="list-style-type: none"> • Whilst having snacks all areas are to be checked for any food or drink spillages. • Ensure that all work tops and floor area within the club are clean from any debris to prevent trips. 		
Security	Pupils/ All staff members	H H H	<ul style="list-style-type: none"> • All gates and doors to outside are secured so the building cannot be entered from outside. • Visitors must report to club managers and inform staff upon entry. • Only once identified visitors can be admitted into the club where they will need to sign in and wear a 'visitor's badge' and all staff and children are aware of their presence. 		
Builders on site	Pupils/All staff members	H	<ul style="list-style-type: none"> • Making sure children do not enter the building site. • Children are not exposed to equipment. • Children are always supervised when on the playground. • Making sure all gates are locked and children cannot enter the building site. 		
Objects in the library	Pupils/All staff member	L	<ul style="list-style-type: none"> • There are books on the book shelves which should be stacked safely to avoid them falling and children or staff sustaining injuries. • There are no locks on both doors, so staff needs to be extra aware of the children not leaving the room without permission. • Children not to get boxes of toys or activies down from the top of the cupboards. 		

This policy was adopted by: Little Munchkins

Date:

To be reviewed:

Signed:

