




# HEALTH AND SAFETY RISK ASSESSMENT

Workplace Location(s): **St John Lloyd RC Primary**

Task/Activity - **Break Time Supervision / Recreational Breaks**

Date: **Autumn 2024**

Signed : 

BREAK TIME: UKS2 pupils 90 Approx. 3 Supervisors required - Average Ratio: 1 to 30  
 LKS2 90 Approx. 3 Supervisors require Average Ratio: 1 to 30 FP- Average ratio 1 to 30 (Class TA with class)  
 LUNCH TIME: FP1 & 2- Average ratio 1 to 30 (Class TA with class) (ratio: 1/30) Y1- 2 supervisors (ratio 1/15)  
 EY - 3 supervisors (ratio 1/15)  
 LKS2 pupils 90 Approx. 3 Supervisors required - Average Ratio: 1 to 30  
 UKS2 pupils 90 Approx. 3 Supervisors required - Average Ratio: 1 to 30

FIRST AID: Pupils to be escorted to First Aid areas in KS2 & FP if safe to do so (all TAs Trained First Aiders- 27.5.22)

List hazards here: <u>Each hazard, corresponding people at risk and control measures should occupy a new row in the table. Please "TAB" forward to generate a new row.</u>	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here – or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. <u>Specify also the target date for action and the person to action.</u>	Residual Risk
<b>Inadequate supervision</b>  Accidents and injuries to pupil, inappropriate behaviour on yard.	Pupils, staff, visitors, contractors,	<b>M</b>	<i>An adequate level of adult supervision to be available throughout recreational break periods.</i>  <i>Level of supervision to be determined by:</i> <ul style="list-style-type: none"> <li>- Nature/ layout of the site</li> <li>- How access to yard is controlled</li> <li>- Number, nature and ages of pupils</li> <li>- Permitted activities</li> </ul>	See - Break Time Supervision timetable	<b>L</b>

			<ul style="list-style-type: none"> <li>- History of previous accidents</li> <li>- Experience of staff</li> </ul> <p><b>The recommended minimum ratio is 1:30</b></p> <p><i>Ratio may vary according to answers to above questions. It can increase or decrease if justified.</i></p> <p><i>School should ensure a system is in place to enable pupils to access the toilet and staff are aware that pupils have left the yard.</i></p> <p><i>Occasionally staff may be required to accompany children to the toilet e.g. at the start of term with a new intake. Where appropriate the supervision ratio should be increased to ensure effective supervision of the yard.</i></p>		
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<p><b>Inadequate supervision - continued</b></p> <p>Accidents and injuries to pupil, inappropriate behaviour on yard.</p>	<p>Pupils, staff, visitors, contractors,</p>	<p><b>M</b></p>	<p><b>A supervisor to be positioned in appropriate areas</b>, regularly scanning the yard to ensure supervision is effective. Supervisors must be vigilant and where appropriate intervene to prevent inappropriate behaviour and accidents.</p> <p>Arrangements in place for managing challenging behaviour (Please detail below)</p>		<p><b>L</b></p>

			<b>TRAINING REQUIREMENT:</b> It is recommended that <b>Mid-Day Supervisors attend a health and safety briefing session “An introduction to Health and Safety for Midday Supervisors”</b> -SJL Midday supervisor 90% TAs		
<b>Inadequate first aid cover</b>	Staff, pupils, visitors, contactors  Unable to adequately treat injury, further injury, delay in contacting emergency services.	<b>M</b>	A suitable number of first aid trained staff are present on the yard. All TA's are 1 <sup>st</sup> aid trained (recent training 27.5.22)  Supervisors to ensure there is effective supervision of the yard at all times. If leaving the yard to seek assistance Supervisors must make a colleague aware of this and return to the yard as soon as possible.  Any pupil who requires further first aid treatment is taken into the school where appropriate, where this is not appropriate other pupils are shepherded to another area to enable staff to provide first aid treatment.		<b>L</b>
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<b>Responding to challenging behaviour</b>	Staff, pupils, visitors, contactors	<b>M</b>	<i>All supervisors to be aware of school rules and procedures for dealing with incidents of challenging behaviour including de-escalation techniques and</i>		<b>L</b>

			<p><i>physical intervention techniques where appropriate.</i></p> <p><b>Midday supervisors are to use verbal de-escalation techniques only.</b></p> <p>Staff are familiar with the process for summoning help from trained staff – use of walkie talkie in Infants/ L Junior/ U Junior</p> <p><b><u>TRAINING REQUIREMENT:</u></b> Only trained staff to participate in positive handling and restraint- JI/CH/AM</p>		
<b>Unauthorised access to the school site/yard</b>	Staff, pupils, visitors, contactors	<b>M</b>	<p>Clear signage used to direct visitors to <b>reception</b>.</p> <p>There are access points onto school site but these are restricted by gates / mag lock.</p> <p>Supervisors are able to communicate effectively with one another as required e.g. speaking to one another, walkie talkies etc.</p> <p>Staff are familiar with the process for summoning help to respond to incidents via on yard walkie talkie or Tanoy system</p> <p>Visitors should not attempt to access the yard during play. Supervisors to position themselves close to access points to escort/direct visitors to reception as required.</p>		<b>L</b>

			Parents who have come to collect children from school are not permitted to access the yard to collect their child, all parents are directed to the office/reception and signed out via ipad		
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<b>Unauthorised access to the school site/yard - continued</b>	Staff, pupils, visitors, contactors	<b>M</b>	<p>Staff to access the yard before pupils to ensure all gates are closed and that there are no unauthorised persons within the area.</p> <p>Staff to scan the yard to ensure there are no animals e.g. dogs, cats etc. present.</p> <p>Break periods to be taken indoors if an animal is present on the school site.</p>		<b>L</b>
<b>Pupils attempting to leave school site</b>	Pupils, staff, visitors, contactors.	<b>H</b>	<p>Staff to ensure that school gates are in the closed position.</p> <p>Member of staff to be positioned within the vicinity of the school gate and ensure adequate supervision ratio.</p> <p>Regular absconding pupils are assigned 1 to 1 or direct supervision.</p> <p>Staff are familiar with the arrangements to follow in the event of a pupil leaving site. At end of the day. All in school pick</p>		<b>M/L</b>

			ups are made via infant reception office foyer.		
<b>Slips, trips and falls</b>	Staff, pupils, visitors, contactors, trespassers	<b>M</b>	<p><b>Condition of playground surfaces to be visually inspected and monitored regularly.</b></p> <p>During summer term, grassed areas to be visually inspected and monitored regularly.</p> <p>Hazards that are identified such as localised unevenness large areas of pooling water, holes, breaking up of surface, blocked / collapsed drainage, areas of moss coverage, collections of fallen leaves etc. to be cordoned off and reported to Head Teacher.</p>	<p>Visual Pre-Use checks by Supervisors / Staff</p> <p>Visual checks by caretaker At opening / closing of School site.</p> <p>Termly H&amp;S Walkthroughs: – Caretaker, H&amp;S Link Governor</p>	<b>L</b>
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Unintentional contact with supervisor's hot tea / coffee or broken sharp pieces of china / ceramic mugs	Staff, pupils, visitors, contactors	<b>M</b>	<p>Staff rest breaks are staggered; staff supervising the yard are able to take a break before or after play time.</p> <p>Staff are not permitted to take hot drinks onto the yard. Staff to ensure hot drinks are only consumed within the staff room or designated staff only areas.</p>		<b>L</b>
<b>Weather conditions</b>	Staff, pupils, visitors, contractors	<b>M</b>	<p><b>Inclement Weather:</b></p> <p>During periods of inclement weather and as required <b>Caretaker to clear fallen leaves from footpaths/ yard.</b></p>		<b>L</b>

			<p>Fallen leaves to be removed from drains and gullies.</p> <p><b>Caretaker to regularly apply rock salt/grit</b> to footpaths during periods of inclement weather</p> <p>Any areas where Caretaker is unable to remove leaves or ice are <b>cordoned off using cones</b>.</p> <p>Yard is not used for free play during periods of inclement weather.</p> <p>Play equipment with wet pour surfaces should be off limits during frosty weather conditions – <b>slip hazard</b>.</p> <p>Staff to consider use of cones/barriers as necessary to prevent access to damaged areas / slip, trip hazards.</p>		
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<p>Weather conditions - continued</p>	<p>Staff, pupils, visitors, contractors</p>	<p>M</p>	<p><b>Warm/hot Weather</b></p> <p><u><b>School policy regarding Sun Safety</b></u> in place including information for parents / staff on application of sun screens, provision of shaded areas,</p>		<p>L</p>

			<p>wearing of protective clothing such as caps / hats etc.</p> <p>During hot weather break times are modified to reduce exposure to the sun.</p> <p><b>Supervisors are responsible for ensuring they have adequate sun protection</b> e.g. suitable light weight clothing, hats and sunscreen etc.</p>		
<b>Unintentional contact with moving objects i.e. balls, footballs</b>	Staff, pupils, visitors, contactors	<b>M</b>	<p>A suitable area to be identified for the playing of ball games.</p> <p>Supervisors to be aware of the playing of ball games.</p> <p>Pupils are regularly reminded of school rules and what constitutes reasonable/acceptable behaviour.</p>		<b>L</b>
<b>Inappropriate use of mobile play equipment</b>	Staff, pupils, visitors, contactors	<b>M</b>	<p>Adequate supervision to ensure all mobile play equipment is used appropriately</p> <p>Skipping ropes should be used for their intended purpose (skipping) only. Staff supervision to ensure no horseplay.</p> <p>Play activities to take place in appropriate / suitable locations to reduce likelihood of injury to others.</p> <p>Staff will intervene if play equipment is not being used by pupils appropriately.</p>		<b>L</b>
<b>Pupil with medical / additional needs</b>	Staff, pupils, visitors, contactors	<b>M</b>	All supervisors are made aware of any pupils with medical or additional needs.	Epi-pen training staff Throughout the school – See First Aid Posters	<b>L</b>



			Where appropriate information from pupil risk assessments are shared with supervisory staff.		
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Play Equipment (Including falls from climbing equipment)	As above	M	<p><b>POST INSTALLATION INSPECTION (PII):</b> All new play equipment must under-go a certified third party This will ensure the play equipment has been installed to the correct British Standards and is inherently safe, prior to be used by pupils/staff. <b>[Note:</b> if there was an incident, the school would need to provide evidence of a third party post installation inspection to ensure it has been installed to the correct standards of safety).</p> <p><b><u>TERMLY/OPERATIONAL CHECKS</u></b></p> <p><b>Play equipment to be regularly inspected by school staff / caretaker</b> and any defects highlighted with school management / health and safety coordinator. Play equipment to be checked by staff prior to use to ensure it is safe.</p> <p>Permanent play equipment to be subject to detailed <b>Annual Inspection</b> by competent</p>	<p>Suitable disclaimer signage to be installed (suitable materials and fixed permanently in place) on or near to play equipment for occasions of equipment use, outside of the school day.</p> <p><b>SIGNAGE:</b> Wording such as <i>'this equipment only to be used by children under adult supervision'</i> or similar should be used. Such signage can be used by the Council's Insurers as a part defence of any claim that may arise from equipment usage and subsequent injury.</p> <p><b>Pupils to wear appropriate footwear</b> during use of play equipment</p> <p>Play equipment to be suitably segregated</p>	L

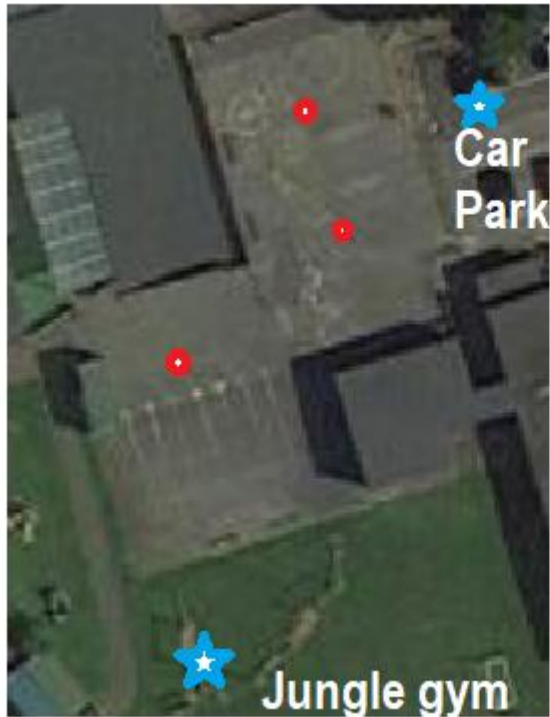
			<p>person with written records kept centrally within the school.</p> <p>Use of play equipment by pupils to be adequately supervised</p> <p>Restriction of numbers of pupils on play equipment (to appropriate / suitable level / age) at any one time. Consider segregating age groups / classes.</p> <p>Play equipment not to be used when considered unsafe due to be slippery or wet conditions or by pupils of an inappropriate age</p>		
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## KS2 Playground Area



○ Location of supervisors

## FP Playground



0 Location of supervisors

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