

Risk assessment for Holiday Club

Company name: Activitots

Date of risk assessment: 01/03/2024

Venue: St Cedds Preschool

Class Type: EYFS Childcare Holiday Club

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Building Security Premises & Outdoor	Staff & Children – children leaving site and unsupervised people on site.	Building and grounds are secured by fob access. No parents will be allowed on site during the childcare, collection & drop off will be at the entrance gate.	Ensure all external doors are closed at all times. Remind staff of their responsibilities.	Everyone	On-going	
Separation from older children in Holiday Club	Children - Cross over with older Holiday Club	Using separate areas of the school site.	No mixing should occur. Staff aware to areas to keep children to,	Staff	On-going	
Fire Safety	Staff & children	Adhering to St Cedds Fire Regulation Policy. Policies distributed to Manager.	No.	Manager	17.01.24	17.01.24
First Aid at work	Staff & Children	Pediatric First Aid Staff Member present at all times. First Aid Kit & Accident Book available.	Regular checks of kit.	Manager	Ongoing	
Drug & Medication Administration	Children	Medical Information for all children stored and accessible to all staff members. Prescribed medication can only be administered with written consent from parents via medication form. Nonprescribed medication cannot be administered at all. Guardians made aware that any child with temperature will be sent home.	No.	Manager	Ongoing	



Sports Coaching	Children	Activitots multisport activities will always be supervised an a trained Activitots Coach. Equipment supplied by Activitots Sports Club. Activitots Coach will ensure area is clear of hazards and risks before multisport session begins.	Staff to report any equipment damage to manager for replacement.	Activitots Coach	Ongoing	
Crafts and Activities	Children	Holiday Club timetable planned and prepared in advance with Manager. All staff will ensure hazard free environment for activities. Any food activity will be non-cooking activities and will follow children's food dietary requirements.	Continued Risk assessment with Holiday Club timetable preparation.	Manager	Ongoing	
Food Supplied by Holiday Club – Snacks	Children	The Holiday Club will supply fresh fruit, milk, and water for snacks for children at the holiday club. All children will have dietary information stored and accessible by all staff members.	No	Staff	Daily	
Food Supplied by Guardians – Packed Lunch	Children	Children will be supervised whilst eating their own supplied packed lunches and light teas. Guardians have been told Holiday Club is a nut free environment. All children will have dietary information stored and accessible by all staff members.	No	Staff	Daily	

Risk Assessment Completed by: Sarah Kenealy and Sally Holmes.

