

General Risk Assessment: Wraparound Care

Hazard (something with the potential to cause harm)	What could go wrong?	Who may be harmed?	What is done now that helps control the risk?	Is the risk still high, medium or low?	What extra controls need to be put in place?	By when?	By whom?
Sharp equipment e.g., knives, apple cutter	Cuts/grazes	Child/adult	Adult never leaves items unattended. To be put out of the way once used.	Low	Put on high shelf in the plastic tupper ware box provided in office, or in kitchen. Doors are locked.	Immediately	Wrap Around Care staff
Spillages of food/water	Slip hazard	Child/adult	All spillages to be cleared up straight away.	Low	Direct children to report spillages.	Immediately	Wrap Around Care staff
Child behaving irresponsibly with volleyball net	Injury to themselves or another.	Child/adult	Clear instructions given to children on how to safely use the equipment. Mats to be laid out prior to equipment being set up. Pushing, and dangerous behaviour resulting in removal of child/children from activity.	Low	Equipment to be constantly supervised	Immediately	Wrap Around Care staff

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<p>Child behaving irresponsibly with table tennis</p>	<p>Injury to themselves or another</p>	<p>Child/adult</p>	<p>Clear instructions given to children on how to use the equipment safely. Equipment to be set up appropriately and safely. Pushing, and dangerous behaviour resulting in removal of child/children from activity.</p>	<p>Low</p>	<p>Equipment to be constantly supervised</p>	<p>Immediately</p>	<p>Wrap Around Care Staff</p>
<p>Allergy to ingredients</p>	<p>Allergic reaction</p>	<p>Child</p>	<p>Child's registration forms checked, for allergens and verbally checked with children. Orange band to put on wrist for any allergy or intolerance children.</p>	<p>Low</p>	<p>Minimise foods with known allergens; NO use of nuts. Vegan friendly milk</p>	<p>Daily</p>	<p>Wrap Around Care Staff</p>

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Medical conditions	Escalation of medical condition	Child	Child's registration forms/EHCP's checked and verbally checked with children	Low	Making sure any medications are at hand immediately. Staff competent with medication handling.	Daily	Wrap Around Care Staff
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Electric sockets / equipment (i.e., Air hockey)	Electrocution	Child/adult	Remind children to dry hands before touching electric equipment. To ensure equipment is laid out appropriately and safely	Low	Only Wrap Around Care Staff to switch electrical equipment on/off.	Daily	Wrap Around Care staff
Children not accounted for with appropriate registration forms from parents.	Knowledge that child is in aftercare as expected, and payment received.	Child	Register taken at start of club to confirm all children are meant to be there and have paid.	Low		Daily	Wrap Around Care staff
Correct parent arriving for pickup of child.	Child is picked by someone who	Child	Member of staff sees all child off the premises	Low		Daily	Wrap Around Care staff

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	does not have authority to do so.		checking that the child leaves with correct adult. Parents are contacted by the office if there is any cause for concern.				
General first aid for accidents.	First aider not available and injuries not dealt with correctly.	Child	Wrap Around Care staff are trained First Aiders. First Aid kit in Wrap Around Care office.	Low	Always a trained member of staff with children. Check First Aid kit is within date. Ensure staff are up to date with their first aid training. Ensure that the accident book is correctly filled in. A copy of the accident form is handed over to child's parent/carer	Checks done termly.	Wrap Around Care staff
Hazard (something with the potential to cause harm)	What could go wrong?	Who may be harmed?	What is done now that helps control the risk?	Is the risk still high, medium or low?	What extra controls need to be put in place?	By when?	By whom?
Insect bites / stings	Be aware of children with	Child	Carry a walkie-talkie. First aider always on duty.	Low	Awareness		Everyone

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	allergy to insect bites or stings						
Sunburn	Risk of burning in warm weather.	Child / adult	Ensure hats and sunscreen used when risk of burning.	Low	If appropriate hats and cream not worn, children do not play outside.	Seasonal	Everyone
Objects e.g., Lego on floor when children playing in Hall.	Trip over objects	Child / adult	Areas kept tidy. Toys put away if balloon volley ball or table tennis is laid out, or if children running around.	Low	General tidiness around hall.	Applies every session	Wrap Around care staff
Craft activities	Injuries using sharp objects	Child / adult	If using sharp objects or items that could cause harm if used incorrectly, a supervising adult will always be with children	Low	Children always supervised. Count objects in and out. Change activity if children cannot obey rules or seem overly excitable. depending on attendance.	Applies every session	Wrap Around care staff