



Twilight Club Risk Assessment

Manor Primary School

Assessment conducted by: Amanda Drane	Job title: School Business Manager	Covered by this assessment: all school-employed twilight club staff, volunteers, children attending the club and visitors.
Date of assessment: 8 th March 2021	Review interval: annually	Date of next review: 8 th March 2022

Related documents
Health and Safety Policy, Behavioural Policy, Child Protection and Safeguarding Policy, Supporting Pupils With Medical Conditions Policy, Fire Safety Policy, Administering Medication Policy, Complaints Procedures Policy, Safer Recruitment Policy, DBS Policy, Fire Safety Risk Assessment, COSHH Policy, Lockdown and Evacuation Policy, Manual Handling Risk Assessment, Incident Reporting Form, Whole-School Food Policy, School Security Policy, , Drug and Alcohol Policy, Photography Policy, Data Protection Policy.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> Twilight club staff read and familiarise themselves with all relevant policies, including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Behavioural Policy Child Protection and Safeguarding Policy Supporting Pupils with Medical Conditions Policy Fire Safety Policy Administering Medication Policy The parents of children who attend the twilight club are given relevant information, e.g. policies relating to child protection and safeguarding, to ensure they understand the role they play in ensuring their children's health, safety and wellbeing – these are all available on the school website. The rules of the twilight club are clearly displayed to ensure pupils understand what is expected of them. Designated people responsible for leading health and safety, fire safety, child protection and safeguarding and behaviour are identified prior to the twilight club starting. All staff members working for the twilight club undergo the appropriate level of DBS check. All staff members are first aid trained and undergo updated training when required. Children with additional medical needs are identified and reasonable adjustments are put in place, where necessary. Staff members are trained to respond to the needs of any children with SEND who attend the twilight club. All staff members and children attending the twilight club are aware of the procedures to follow in the event of an emergency. All staff members are aware of how to raise a safeguarding concern and who this should be raised to. All staff members are expected to read the first section of the DfE's 'Keeping children safe in education' as part of their inductions. 	Y	Headteacher	March 2021	M

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Admissions and fees	M	<ul style="list-style-type: none"> In accordance with the twilight club rules, parents are required to pay up-front for the sessions their children attend and book via school gateway The school reserves the right to refuse any child entry if their parents have not made payment for the relevant session. The twilight club has a first come, first served policy for admissions, when all the places for a session are filled, new applications are placed on a waiting list. There is a cap of 16 children per session. The ratio of twilight club workers to children is 1:13. All activities are held on site. Where necessary, ratios are amended to cater for the needs of children with SEND. Twilight club staff are never left alone with a child. Before registering their children for the twilight club, parents are given access to the the following information and documents via the school website: <ul style="list-style-type: none"> The availability of places Admission arrangements and fees 	Y	Headteacher	March 2021	L
Staff suitability	H	<ul style="list-style-type: none"> All DBS checks are carried out in accordance with statutory requirements and the school's DBS Policy. Before being hired to work at the club, all prospective staff members, including volunteers, undergo the necessary DBS checks to ensure they are suitable to work with children. Any prospective staff members, including volunteers, with criminal records, or who have been banned from working with children, are not permitted to work at the holiday club. Contractors who may come into contact with children whilst working on site undergo the necessary DBS checks before commencing work. Staff members are required to undergo child protection and safeguarding training as required, but at least annually. All staff members are recruited and hired in accordance with the Safer Recruitment Policy. 	Y	Headteacher	March 2021	M

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Site suitability	M	<ul style="list-style-type: none"> The Lead twilight TA and School Business Manager review the activities the club is planning to host and determine which part of the school site is most useful, e.g. the library, Red Kit, hall and back playground. As part of their review, the lead twilight TA and School Business Manager consider the following: <ul style="list-style-type: none"> Is the space big enough? Does the space have all the equipment required? Are there enough fire exits? Is the space easily accessible to people who are not familiar with the school site? 	Y	School Business Manager	March 2021	L
Fire safety	H	<ul style="list-style-type: none"> The Lead twilight TA review's the school's Fire Safety Risk Assessment before twilight club sessions begin. All twilight club staff familiarise themselves with the school's Fire Safety Policy and Lockdown and Evacuation Policy. Where necessary, personal emergency evacuation plans are created for children who require them, e.g. children with SEND. Flammable materials are stored in accordance with the manufacturers' instructions and away from children in line with the school's COSHH Policy. Fire evacuation points are clearly marked and twilight staff are fully aware of location and nearest call points. 	Y	Twilight Club Staff	March 2021	M
Emergency evacuations and closures	H	<ul style="list-style-type: none"> Evacuations are carried out in accordance with the Evacuation Policy. Closing the twilight club is always considered a last resort – the Headteacher is responsible for deciding whether to close. Closures are only considered in exceptional circumstances, e.g. adverse weather conditions, heating failure or serious illness. In the event of an emergency, the Lead Twilight TA will contact the caretaker, Headteacher or SBM Parents are called to collect their children where necessary. In the event a child has not been collected by their parents, members of staff contact the Headteacher or SBM for further advice. 	Y	Headteacher	March 2021	M

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Health and safety	H	<ul style="list-style-type: none"> Twilight club staff members adhere to the Health and Safety Policy at all times. A risk assessment is undertaken if the premises are being used for a specific activity, e.g. football coaching. The headteacher ensures that statutory health and safety ratios for any activities being undertaken are met. School-owned equipment is only used following prior agreement and is checked by the twilight club staff and/or caretaker before use to ensure its safety. All equipment brought onto the premises by, for example, a third-party provider, is visually checked by the caretaker to ensure it is fit for purpose. All school-owned property and equipment are maintained and tested as required by the caretaker. The twilight club lead provides and maintains any PPE, where necessary. A maximum number of 18 people (staff and children in attendance) for the twilight club is determined by the headteacher prior to the club being held. The Office Manager is responsible for ensuring that the permitted number is not exceeded and a cap is restricted on the School Gateway. 	Y	Headteacher Caretaker	March 2021	M
Accidents and injuries		<ul style="list-style-type: none"> There is always at least one trained first aider working at the twilight club. Before the club commences, the headteacher reviews the club's insurance and first aid arrangements to ensure they are adequate. The Office Manager ensures that the twilight club staff are aware of where first aid supplies are kept. The Office Manager maintains a record of all emergency contacts and known medical conditions of the children attending the club and shares with the Twilight club lead via the attendance register. 				

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	H	<ul style="list-style-type: none"> Manual handling, e.g. of furniture and equipment, is undertaken following the completion of the Manual Handling Risk Assessment, and only by those who have undergone manual handling training. The caretaker informs the Twilight Club Lead of any hazards, e.g. wet floors and broken chairs. Potential hazards are clearly signposted, and any spillages are cleaned up immediately. All accidents and incidents are reported to the headteacher using the school's Incident Reporting Form. If any twilight club staff members identify an incident, they report it to the Office Manager or Caretaker immediately. 	Y	Headteacher Office Manager Caretaker	March 2021	M
Food	M	<ul style="list-style-type: none"> Access to Lark kitchen area is strictly controlled – children are not permitted to enter these areas unless supervised by a twilight club staff member. Permission is sought from the headteacher regarding access to the Lark kitchen area by twilight club staff members and which equipment is permitted for use. All equipment is visually inspected before use. Any equipment that does not work correctly or is damaged is not used and reported to the caretaker. The twilight club abides by the school's Whole-School Food Policy. Twilight club staff responsible for preparing and handling food are suitably trained, hold food hygiene certificates, and have sufficient knowledge of food safety and hygiene. All twilight club staff members are briefed on basic food hygiene and safety prior to commencing work at the twilight club. Only staff who are suitably trained prepare and handle high-risk foods for the twilight club, e.g. meats and eggs. All food is adequately labelled. Registration forms completed by parents detail any food allergies their child has and these are recorded in pupil files by the Office Manager. Foods that children are allergic to are avoided either by the 	Y	Twilight Staff Office Manager	March 2021	L

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		<p>individual or the group of children, depending on the severity and type of the allergy.</p> <ul style="list-style-type: none"> Children with allergies have suitable medical supplies, as stated in their medical form, and these are provided in accordance with the Medical Conditions Policy 				
Security	H	<ul style="list-style-type: none"> The twilight club is run in accordance with the School Security Policy. All children attending the twilight club, staff members, volunteers, contractors and any other visitors who are at the school whilst the twilight club is taking place are required to sign in and out of the premises using a register kept in the school office. All employees and visitors, including volunteers, are required to wear ID badges, which are handed out once they have signed-in to the school. The school and twilight club work with local security networks, e.g. the police, to implement effective control measures and plans. The caretaker undertakes daily visual checks of the site to ensure it is secure, i.e. checking fences, doors and windows. Twilight club staff members are trained on how to raise awareness in the event of intruders. Parents are informed that collection of children is via the Library door and a bell is in use to allow notification of arrival. 	Y	Headteacher Caretaker	March 2021	M
Missing children		<ul style="list-style-type: none"> Registers are taken regularly to ensure all children are accounted for. Ratios of staff to children are altered depending on the type of activity being undertaken. Access to rooms that are not in use is restricted. Children and their parents are made aware of the rules relating to accessing different parts of the school. Children found to be accessing restricted areas are disciplined in accordance with the Behavioural Policy. In the event of a child going missing at the school the Twilight club 				

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		fees are repaid.				
Taking photographs	M	<ul style="list-style-type: none"> Parents are asked to give consent to photos of their children as part of the whole school induction – if parents do not consent, their children are not photographed. The consent form clearly explains the reasons why photos may be taken and is recorded in SIMS against each pupil record. Parents can withdraw their consent to their children being photographed at any time by informing the School Office. Photographs are only taken for advertising and marketing purposes, and not without the express consent of children's parents. Photographs are taken and stored in accordance with the Data Protection Policy. Twilight club staff members only take pictures of children on school-owned devices, and never on personal devices and ideally take photographs of activities rather than children. Only photographs of children who have given consent will have photographs taken and uploaded to the website/social media in line with consent agreed. 	Y	Office Manager Headteacher	March 2021	L