

MJS Risk Assessment Form



Activity: <i>Lunchtime Supervision</i>	Site: <i>MJS dining room and classrooms</i>
People at Risk: <i>School & Kitchen Employees, Pupils</i>	Additional Information: <i>Lunchtime Supervisory Staff - LSS</i>
Name of Person Completing Form: Elaine Jenkins Job Title: Head teacher and Senior leadership	Date: September 2020 Review Date: September 2022

Risk Evaluation

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
<i>Food debris & liquids.</i>	<i>Slips, trips and falls.</i>	<i>H</i>	<i>Floor cleaning regime suitable for flooring. Supervisory ratios adhered to Training through Health and Safety. Spill equipment available for urgent clean up/Signs available for use where appropriate. Sensible shoe policy for staff. Minimise entry to kitchen or other higher risk areas.</i>	<i>L</i>	<i>Regular deep clean</i>
<i>Pupils playing</i>	<i>Staff tripping/being knocked over. Pupil accidents</i>	<i>M</i>	<i>Supervisory ratios adhered to. Training in lunchtime Behaviour Management. Segregation of pupils from different age groups where possible. Table monitors report spillages.</i>	<i>L</i>	<i>Regular checks from Premises Officer Incident alerts on CPOM's All staff trained in First Aid Regular updates from Welfare officer Five members of staff completed intense training</i>
<i>Behaviour of children</i>	<i>For children in the Lower School who are new to MJS systems and</i>	<i>M</i>	<i>More lunchtime supervisors in the Lower School when children are eating a packed lunch to ensure that lunch is eaten with minimum of difficulties</i>	<i>L</i>	<i>Larger number of TA support in the Lower School at lunchtime</i>

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	<i>procedures</i>				
<i>Bacteriological infection/Food Poisoning. Allergies</i>	<i>Stomach upset/illness.</i>	<i>L</i>	<i>Training for Chartwell's staff in Basic Food Hygiene. Table surfaces (dining room and classrooms) are cleaned and sanitised. Strategies in place to deal with special diets & allergic reactions. Clothing to be laundered to ensure it is hygienic.</i>	<i>L</i>	<i>Additional COVID-19 hands/face/space training Increased cleaning regime</i>
<i>Choking</i>	<i>Blocking of airways</i>	<i>M</i>	<i>Children in classrooms watch a film and so conversation is kept to a minimum Classes have 30 minutes to eat and are therefore not rushed Children remain in their seats throughout Members of staff can see every classroom from a variety of points in shared areas Doors kept open Regular minute by minute checks in to class rooms</i>	<i>L</i>	<i>Children know that supervisors are there to help and support. SLT regular audit shows that all lunchtime staff are carrying out their duties effectively, visiting every class and checking on children on a regular and constant basis Random visits to year groups areas by Welfare Officer Larger number of TA's (above Government guidance ratios) support lunch duties in the Lower School. Incident reports on CPOM's ensure staff members know where to be positioned</i>