



Poplar Pioneers Risk Assessment

Risk / Issue ▪ Hazard ▪ Severity (low / medium / high) ▪ Who is at risk ▪ Risk when following procedures (low / medium / high)	How to minimise risk The procedure that will be put in place
Risk ratings	Low - Where harm is unlikely or seldom to occur and / or minor injury could result e.g. cuts, bruises, strain Medium - Where harm is possible to occur and / or serious injury could result e.g. off work for over 3 days High - Where harm is certain or near certain to occur and / or major injury or ill-health could result

Parental consent	
Hazard: Contact information for parents not known Severity: High Who at risk: All children Risk when following procedures: Low	▪ Parents provide formal consent for their child to attend Pioneers. ▪ Parents' up to date contact details are known in the event of: an emergency; cancellation of the club; missing pupils; or any unforeseen problems. ▪ List to be updated when pupils join Poplar Pioneers, or parents have updated contact details on MCAS.
Security	
Hazard: Access to Poplar Pioneers space is not secure Severity: High Who at risk: All children and staff Risk when following procedures: Low	▪ Adults admit and dismiss children through the studio fire door allowing clear vision of visitors. ▪ Fire door is kept closed while children collect their belongings for home time. ▪ Access is restricted to authorised areas of the school premises - children are not allowed upstairs or to move around school without adult supervision.



	▪ The provision has their own mobile phone number, which is switched on and kept with a member of staff during opening hours. ▪ A register is checked every morning for the breakfast session. ▪ A register is taken daily of pupils attending the after-school session. The first is taken at 3.15pm for EYFS & KS1 pupils, with KS2 taken at 3.25pm. Children in Y5/6 are checked first, followed by Y3/4. ▪ Y5/6 children attending the after-school session are given a purple wristband in class to hand in when they arrive at Poplar Pioneers. ▪ Arrangements are in place for the safety of pupils between school finishing and the club starting. All EYFS & KS1 pupils are collected from their classrooms, with Y3/4 children being walked to the door by their teacher and Y5/6 children with a purple wristband line up first and go to the studio when the class comes downstairs. ▪ Children are always supervised both inside and outside by at least two adults. ▪ Staff attend the annual safeguarding face to face training and complete online training inline with the CIT overview. ▪ Children must be collected by parent / carer and are not permitted to walk home alone from Poplar Pioneers.
Room usage & supervision	
Hazard: Children are unsupervised in rooms Severity: Low Who at risk: All children Risk when following procedures: Low	▪ There is supervised free flow between the areas used. ▪ The studio and hall are both used with the folding doors open in between. ▪ The toilets directly at the downstairs middle stairs are used for children in the provision. ▪ Children wear a band to go to the toilet to show permission has been given. ▪ Access is restricted to hazardous equipment as is entry into the school kitchen. ▪ Outdoor activities take place on the KS2 playground and the field. ▪ The Food Science room is to be used for additional Poplar Pioneers space when the hall is in use.

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	- Supervision ratios are 1:15, children are supervised all times, both inside and outside, by at least two adults. - Activities and resources are selected by adults only and placed on tables for children to access. - Staff have radios to notify each other if additional help is required, or if a parent has come to collect their child.
Pupil information	
Hazard: Staff do not have up to date information about pupil needs Severity: High Who at risk: All children Risk when following procedures: Low	- Suitable arrangements are in place for Poplar Pioneer's staff to receive adequate information from parents / school relating to the pupils attending the club i.e. pupil medical, dietary, behaviour or other special needs. - The Senior SENDCO will provide Pioneers staff with important information about SEND children - possible triggers, vocabulary to use, de-escalation strategies etc. This information will be stored in the folder with this document. - The risk assessment folder will be updated when a pupil joins Poplar Pioneers, or if a child is added to the SEND register.
Fire	
Hazard: Fire evacuation procedure is not known Severity: High Who at risk: All children and staff Risk when following procedures: Low	- The existing school fire risk assessment has been considered. - Poplar Pioneers staff are familiar with the fire evacuation procedure for the premises. - Fire drills are conducted with the staff and pupils who attend the provision. - Fire evacuation procedures are on display in the studio, the hall and the food science room.
First Aid	
Hazard: First aid procedures are not known Severity: High Who at risk: All children and staff	- There are always members of staff on site with first aid training. - There are first aid kits available inside, with bum-bags available for outdoor activities. - There is a school policy for administering medicines. This includes parent consent, trained staff to administer medicines and a robust recording system.

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Risk when following procedures: Low	All staff have completed the allergens awareness training.
Equipment safety	
Hazard: Equipment is not safe to use Severity: High Who at risk: All children and staff Risk when following procedures: Low	- Arrangements are in place for portable electrical appliances to be PAT tested annually. - Any electrical equipment not meeting the standard are safely removed from Poplar Pioneers. - All games and equipment are checked daily for deterioration and damage. - Games that are broken are safely disposed of. - All toys are age appropriate. - Any health and safety concerns are reported to the site manager using the school system.
Pupil behaviour	
Hazard: Pupils harm others, don't follow instructions or break equipment Severity: High Who at risk: All children and staff Risk when following procedures: Low	- Children are expected to follow the Poplar Promise, which is displayed in the studio, hall and food science room. - Staff attend the annual Behaviour and Relationship Policy training and follow the guidance. - Staff know how to report incidents of behaviour concerns on CPOMS. - Parents are informed when they collect their child about incidents of poor behaviour. - Following three serious breaches of the behaviour expectations (all previously reported to parents, logged on CPOMS and discussed with a member of SLT) the staff reserve the right to remove a child from the Poplar Pioneers register for a period of time. Time to be decided on a case-by-case basis.
Welfare facilities	
Hazard: Health and safety requirements are not followed Severity: Medium Who at risk: All children and staff Risk when following procedures: Low	- There are adequate toilet facilities. - Children use the toilets downstairs near the middle staircase. - Children must wear a band to show they have permission to go to the toilet. - Hand washing facilities are available in the toilets for the children. - Hand washing facilities are available in the food preparation area for adults.
Cancellation of a session	
Hazard: Pupils are supervised	Parents are given advance notice of known closures during the school year.

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Severity: Medium Who at risk: All children Risk when following procedures: Low	- In the event of an emergency closure of the provision, a notice will be added to Class Dojo and a message sent on MCAS. - Parents are contacted by phone for any children not collected in a timely manner.
Food safety	
Hazard: Food safety expectations not followed Severity: High Who at risk: All children and staff Risk when following procedures: Low	- Staff responsible for preparing or handling food have appropriate food safety knowledge and have successfully completed food hygiene training. - The staff will prepare breakfast in the studio and use the main school kitchen to wash crockery and cutlery. - The staff will prepare the light tea and wash the crockery and cutlery in the main school kitchen. - All foods are stored appropriately - cupboards / fridge / freezer. - Pioneers staff are aware of any pupil allergies and intolerances.

Communication and Review

- This risk assessment has been communicated to all employees and relevant persons who may encounter the hazards being assessed.
- The assessment will be reviewed annually or following a significant change, accident or violent incident.
- A copy of this risk assessment is also available on the Poplar Pioneers website page for parents to view.

This risk assessment was adopted:	September 2022
Review Cycle:	Annually
This risk assessment was subsequently reviewed:	September 2023
	September 2024
	September 2025
	September 2026