

RISK ASSESSMENT: Little Stars Wrap Around Care (Page 1 of 4)

School/Academy:	Date of assessment	18/09/2025
Who might be harmed?	How many are affected?	20 per session (Max)
Note:		

Hazards (including inadequate or lack of arrangements)	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Communication	• The arrangements for Little Little Stars are contained in the School's health and safety policy.	/		Low
	• These arrangements have been communicated to all relevant staff.	/		
	• A complaints procedure been formulated and advertised.	/	Can be found in Little Stars Policy and Procedures	
Parental consent	• Parents have been provided formal consent for their child to attend the Little Stars.	/	Registration via Arbor	Low
	• Parents' up to date contact details are known (in the event of an emergency, cancellation of the club, missing pupils, any unforeseen problems).	/	Arbor	
Security	• The means of access to the Little Stars area security access is controlled, including visual control over visitors.	/	Security gate and camera upon entry installed	Low
	• Access is restricted to unauthorised areas of the school premises.	/		
	• The area used by the Little Stars adequately is segregated from areas being used by cleaners / staff in school.	/		
	• A communication link / phone is available in the area used by the Little Stars.	/	Little Stars mobile phone and walkie talkie radios	
	• A register is kept daily of pupils attending the Little Stars.	/		
	• Arrangements are in place for the safety of pupils being collected at the end of the Little Stars,	/		
Selection of rooms for Little Little Stars	• All rooms used by the Little Little Stars are suitable in respect to size, layout, occupancy, proximity to welfare facilities, etc.			

Hazards (including inadequate or lack of arrangements)	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
use	<ul style="list-style-type: none"> Access is restricted to hazardous equipment / substance. 	/		
Supervision	<ul style="list-style-type: none"> Supervision ratios are appropriate (taking into account staff absenteeism / holidays / sickness). Supervising staff have been DBS checked. 	/		Low
Information relating to pupils	<ul style="list-style-type: none"> Suitable arrangements are in place for Little Stars staff to receive adequate information from parents / school relating to the pupils attending the club, i.e. pupil medical, behavioural or other special needs. 	/		Low
Fire	<ul style="list-style-type: none"> The school's fire risk assessment considers the Little Stars arrangements. All Little Stars staff are familiar with the fire evacuation procedures for the premises, i.e. sound of the alarm, location of exit doors, location of fire assembly point, responsibility for contacting the emergency services, etc. Fire drills are conducted with staff and pupils attending the Little Stars. 	/		Low
First Aid / Administration of Medication	<ul style="list-style-type: none"> There adequate numbers of Little Stars staff trained to an appropriate level of first aid (taking into consideration staff absenteeism, holidays etc.) All staff are familiar with the school's accident/work-related illness and violence to staff reporting systems. The administration of medicines procedure takes into account the arrangements of the Little Little Stars. 	/		Low
Behaviour	<ul style="list-style-type: none"> There are agreed rules / codes of conduct for the behaviour of pupils attending the Little Stars, to include removing pupils from the programme for unacceptable behaviour. 	/		Med
Cancellation of club	<ul style="list-style-type: none"> Procedures are in place in case of cancellation. 	N/A		

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Hazards (including inadequate or lack of arrangements)	Possible control measures	✓ if in place ✗ if not or n/a	Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details	Residual Risk rating High, medium, low
Transport	<ul style="list-style-type: none"> Appropriate risk assessments have been completed for pupils travelling to off-site venues. 	N/A		

Are there any other foreseeable hazards associated with the Little Stars?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Additional Hazards	List any additional control measures required		Residual Risk rating High, medium, low
Kitchen Area In Little Stars room.	The kitchen area has no cooker and has been gated off from the rest of the room. All Sharpe knives are locked away.		Low

Little Stars Activities						
All Little Stars activity risk assessments should be listed here and filed with this general assessment.						
Activity	Organiser	Additional risk assessment required?			Risk assessment completion date	Notes
		Yes	No: no risk	No: covered in other school risk assessment		
Baking	Miss Fiona (Wrap around Club Lead)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Children prep only. No sharp knives used.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Reference Documents

- Out of School Alliance: www.outofschoolalliance.co.uk

ASSESSED BY (Print name) Miss Fiona Neal	SIGNED	DATE 18/09/2025
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