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**Risk Assessment for School Lunch Supervision**

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**Purpose:**

This risk assessment aims to identify and mitigate risks associated with lunchtime supervision in a UK primary school setting, adhering to legal guidelines such as the Health and Safety at Work Act 1974 and the Duty of Care principle towards children.

**School:**  
**Assessment Date**:  
**Reviewed by**:  
**Next Review Date**:

**1. Hazards and Risks Identified**

Below are the hazards typically associated with lunchtime supervision:

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| **Hazard** | **Risk** | **Persons at Risk** | **Likelihood** | **Severity** | **Mitigating Actions – guidance for the responsible person** |
| **Slips, Trips, and Falls** | Children running in the playground, dining hall spills, uneven surfaces | Pupils, staff | Medium | Medium | - Regular inspections of playground surfaces, walkways, and dining areas for hazards - Prompt clean-up of any spills in the dining hall - Clear signage where floors are wet or slippery - First aiders on duty |
| **Choking** | Children choking on food | Pupils | Low | High | - Ensure age-appropriate food is provided - Supervisors trained in first aid (including choking response) - Regular reminders to children to eat slowly and chew properly |
| **Food Allergies** | Risk of allergic reactions due to improper handling of allergens | Pupils | Low | High | - Ensure that all allergy information is up-to-date - Separate allergy-free zones - Staff trained on managing allergies and administering emergency medication (e.g., EpiPens) |
| **Aggressive Behaviour** | Fights, bullying, or rough play | Pupils, staff | Medium | Medium | - Clear behaviour management policies - Adequate adult-to-child ratios for proper supervision - Trained staff in conflict resolution and safeguarding |
| **Inadequate Supervision Ratios** | Not enough staff to manage children safely | Pupils | High | High | - Follow SHE unit guidance for staff-to-pupil ratios - Assign zones in playgrounds and dining areas for designated supervision |
| **Medical Emergencies** | Asthma attacks, seizures, injuries from falls | Pupils | Low | High | - Staff trained in first aid and emergency procedures - Ensure access to asthma inhalers, EpiPens, and other necessary medication - First aid kit readily available |
| **Fire/Evacuation Risk** | Fire or emergency during lunchtime | Pupils, staff | Low | High | - Ensure fire drills include lunchtime evacuation procedures - Supervisors trained in fire safety and evacuation plans - Clear fire exits and escape routes |
| **Visitor Access** | Unauthorised access to the playground or dining area | Pupils | Low | High | - Ensure perimeter gates and doors are secured - Staff trained to recognise and report unknown individuals on school grounds - Clear procedures for managing visitors |
| **Emotional Wellbeing** | Stress or anxiety among children (bullying, exclusion) | Pupils | Medium | Medium | - Provide supervised areas where children can report bullying or other issues - Encourage inclusion through organised activities - Regular mental health and wellbeing checks |

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|  | **2. Legal Considerations**   * **Duty of Care**: Schools have a legal duty of care under common law to ensure the safety and wellbeing of pupils. This includes ensuring that the lunchtime environment is safe and properly supervised. * **Health and Safety at Work Act 1974**: This law requires schools to ensure, as far as reasonably practicable, the health, safety, and welfare of both staff and pupils. * **Education (Independent School Standards) Regulations 2014**: Schools must ensure that they provide adequate supervision for pupils at all times, including during lunch breaks. * **Safeguarding**: The Children Act 1989 and 2004 and Keeping Children Safe in Education emphasise the school's duty to protect children from harm, including during lunch breaks. * **First Aid**: The Health and Safety (First-Aid) Regulations 1981 require schools to have adequate first aid provisions in place. * **Staff-to-Pupil Ratios**: There is no statutory guidance on lunchtime supervision ratios in all schools. Numbers should be based on contextual risk assessment.   **3. Supervision Plan**   * **Supervision Zones**: Assign supervisors to specific areas, including dining halls, playgrounds, and toilet facilities. Ensure that all areas are adequately covered. * **Staff Training**: All supervisors should receive training on:   + Basic first aid, including responding to choking and other emergencies   + Safeguarding procedures, recognising signs of abuse or neglect   + Conflict resolution and behaviour management techniques * **Communication**: Ensure that supervisors can easily communicate with each other, either through radios or mobile phones, to respond quickly to incidents. * **Emergency Procedures**: Supervisors must be aware of fire evacuation routes and emergency procedures, including lockdown drills and fire drills.   **4. Monitoring and Review**   * Regular inspections of equipment and play areas to identify potential hazards. * Annual reviews of risk assessments or sooner if there are any incidents or changes in the school environment. * Regular feedback from staff on lunchtime supervision effectiveness and potential risks.   **5. Action Plan for Risk Mitigation**   1. **Regular Inspections**: Schedule routine inspections of play equipment and dining facilities. 2. **Training**: Arrange first aid and safeguarding training for all lunchtime supervisors. 3. **Record Keeping**: Maintain logs of incidents and near misses, reviewing them in staff meetings to identify patterns and areas for improvement. 4. **Improved Communication**: Ensure all supervisors have access to communication tools for quick reporting of incidents. 5. **Clear Zoning**: Ensure supervision zones are clearly marked and designated to reduce risks of overcrowded areas.   **Approval**: **Head Teacher/School Business Manager**: **Signature**: **Date**: |  |  |  |  |
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