



# Primary Schools Free Breakfast Initiative



## Guidance

Welsh Assembly Government Circular No: 021/2008

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# Primary Schools Free Breakfast Initiative

- Audience** Maintained primary schools and Local Authorities in Wales.
- Overview** This guidance provides advice for maintained primary schools and Local Authorities in Wales on operating the Primary Schools Free Breakfast Initiative.
- Action required** Local Authorities should ensure compliance with the information and guidance in this Circular.
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# Contents

## **Summary**

### **Introduction**

- 1. Background 4
- 2. Why provide breakfast? 4
- 3. Who could provide breakfast? 5

### **Setting Up**

- 4. First Steps 5
- 5. Supervision 6
- 6. Training 6
- 7. Employment issues 7
- 8. Regulations 8

### **Location**

- 9. The Venue 10
- 10. Storage 11

### **Operational Issues**

- 11. Timing 11
- 12. Children attending the breakfast session 11
- 13. Food items and portion sizes 12
- 14. Allergies/Special dietary requirements 14
- 15. Procurement 14

### **Funding**

- 16. LEA Funding 15

### **Participation**

- 17. Childrens involvement 15
- 18. Parents/Guardian involvement 15
- 19. Play/Educational activities 16

## **Other Issues**

20. School Crossing Patrols	16
21. Transport	16
22. Involving experts	16
23. Recycling	16
24. Publicising the Breakfast Session/Healthy Eating	17
25. Evaluation	17
26. Dental issues	17
27. Useful Websites	18

## Summary

### **Welfare, Health and Safety**

This guidance provides advice for maintained primary schools and Local Authorities in Wales on operating the Primary Schools Free Breakfast Initiative.

The guidance gives details of:

- Why provide breakfast - Page 4
- Employment issues - Page 7
- Regulations - Page 8
- Food items and portion sizes - Page 12
- Health and Safety Risk Assessment - Annex B
- Promoting oral/dental health - Annex D

# Introduction

## 1. Background

The Welsh Assembly Government made a commitment to provide for all children of primary school age registered in maintained primary schools in Wales to have a free, healthy breakfast at school each day. This initiative is intended to help improve the health and concentration of children to assist in the raising of standards of learning and attainment. It will seek to involve parents but is not intended to replace breakfast already provided. It will allow all those that, for whatever reason, have not had breakfast, to have one in school.

Restricting the initiative to Primary Schools is principally intended to ensure not only that our youngest children are given a flying start in life, but also to ensure that the increasing practice of skipping breakfast is stemmed at the earliest possible age. The initiative complements work already being done on healthy eating and nutrition through the Welsh Network of Healthy School Schemes (WNHSS).

## 2. Why provide breakfast?

Breakfast has long been recognised as the most important meal of the day and evidence suggests that children who have the opportunity to eat a healthy and nutritious breakfast prior to the start of the school day are more likely to achieve their full educational potential. Experience has also shown that successful breakfast schemes in schools have led to positive attitudinal changes - improved attendance, improved behaviour, fewer discipline problems and greater sustained concentration.

The provision of free breakfasts is **optional**. However, there are many advantages for schools choosing to make a commitment to providing children with the opportunity to have a free healthy breakfast. These advantages are explored in detail in a Literature Review produced by the Welsh Assembly Government. This can be accessed via [www.wales.gov.uk/breakfast](http://www.wales.gov.uk/breakfast).

These may include:

- Improving health and nutrition by encouraging healthier eating.
- Promoting the importance of breakfast and highlight its benefits.
- Providing children with a good start to the school day.
- Helping raise achievement.
- Improving concentration.
- Improving attendance and punctuality.
- Improving children's attitude to learning.
- Enhancing social and personal skills.
- Enhancing relationships with peers/parents/carers.

### **3. Who Could Provide Breakfasts?**

All schools will have the flexibility, within these guidelines, to decide how they provide and run the free breakfast sessions. The Local Authority Caterers can provide breakfasts or a school can organise the provision themselves.

Where existing breakfast clubs/sessions already operate, schools are encouraged to explore the possibility of collaborating with the current provider. Clybiau Plant Cymru Kids Clubs exists to help communities in Wales by promoting, developing and supporting quality, affordable, accessible out of school childcare clubs and are able to offer advice to those wishing to (a) set up a new Breakfast Club or (b) expand their existing Breakfast Clubs in order to offer free breakfast. More information can be found on [www.clybiauplantcymru.org](http://www.clybiauplantcymru.org) or telephone 02920 741000.

## **Setting Up**

### **4. First Steps**

Each local authority has identified a contact point to support the implementation of this initiative in their local authority area. A list of contacts can be found under each individual local authority at [www.wales.gov.uk/breakfast](http://www.wales.gov.uk/breakfast) under rollout. The LEA Co-ordinator will act as the first point of contact for schools in their local authority area providing them with advice and guidance on the operation of the free breakfast initiative.

A school should not plan a start date without agreement with their LEA co-ordinator, and this should be agreed in writing.

One of the first tasks for a participating school will be to write to parents/guardians to provide information on the initiative and to ask whether their child would wish to attend the breakfast session. A sample letter is attached at Annex A.

The responses from parents/guardians will provide the school with an indication of estimated take-up, identify additional issues and will help with the early stages of planning in terms of facilities; equipment and staffing.

## **5. Supervision**

The school will need to decide who is going to run the breakfast session. Any arrangements for supervising children should be consistent with the aims of the National Agreement Raising Standards and Tackling Workload. This could be a member of the teaching staff, the kitchen staff, lunchtime supervisors, parent helpers or Learning Support Assistants (LSAs).

The suggested ratios for supervision are set out on our website.

If a child's statement of Special Educational Needs identifies additional support for that child this must be considered when recruiting supervisory staff for the breakfast session.

All adults involved in the breakfast session must be cleared by the Criminal Records Bureau before working with children.

## **6. Training**

Training of supervisory and catering staff will be required to ensure consistent messages regarding health and educational practices. Appropriate courses will need to be identified locally and staff trained following appointment. If training is necessary, this should take place prior to commencement of employment and schools should discuss their requirements with their local authority contact. The Assembly has identified minimum training requirements which



will be funded separately for each new employee working on the breakfast initiative.

## **7. Employment Issues**

If a school chooses to employ existing school staff this will need to be negotiated. You will need to clearly establish whether this is an extension of their existing employment, in which case the school remains the employer, or a separate employment, in which the person responsible for running the breakfast session becomes the employer.

There are a number of issues to be considered when employing staff including:

- Employment Contracts.
- Insurance.
- Pay and Tax.
- National Minimum Wage.
- Statutory Sick Pay.
- Maternity Rights.
- Equal Opportunities.
- Disability Discrimination in Employment.
- Working hours and Time Off.
- Part Time Workers.
- Time off for Dependants.
- Use of Volunteers.

For further detailed and up to date information on a wide range of issues affecting employers and employees please visit:  
[http://www.dti.gov.uk/for\\_employees.html](http://www.dti.gov.uk/for_employees.html)

## 8. Regulations

There are a number of regulations; which apply to the running of breakfast sessions. These will need to be considered and decisions made before opening. They include:

- *Responsibility* - Head teachers are responsible for the internal organisation, day to day management and control of the school (Regulation 6(1) of The School Government (Terms Of Reference) (Wales) Regulations 2000 (as amended by the 2002 Regulations) refers and this applies to the breakfast session. This does not mean that the Headteacher needs to be on the school premises during the breakfast session. It is vital however that those involved in the day to day running of the breakfast session have clearly defined roles and responsibilities and know who to contact in case of an emergency.
- *Health and safety* - The free breakfast comes under the requirements of the Health and Safety at Work etc Act 1974 and as such there is a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of employees and of non employees, in this case children, parents and visitors who attend the session. In keeping with this general requirement and to comply with the requirements of the Management of Health and safety at Work Regulations 1999, a risk assessment for the operation of the breakfast session must be conducted and recorded in writing in order to identify the risks to health and safety. Any significant risks presented need to be properly evaluated and decisions should be taken to manage those risks to an acceptable level (any actions required or implemented should be proportionate to the degree of risk that is presented). The risk assessment process needs to be practical and should take account of the views of employees involved (and their safety representatives) who will have day to day knowledge of how a breakfast session operates. To assist school managers with this legal requirement a generic risk assessment is available at Annex B that should be supplemented and customised as is necessary for each individual school breakfast session. The risk assessment produced must also be reviewed as a minimum on a regular (annual) basis or at anytime when it is no longer valid i.e. when something changes.

Under the 1995 Food safety act the breakfast session premises will need to be inspected by your local environmental health department. This act covers quality of premises, safety of equipment, food storage and preparation, the provision of fresh water and the disposal of waste. You will also need appropriate insurance cover for any accidents or injuries which may arise through the breakfast session.

If you are using your schools kitchens and school caterers, nothing changes since they will already be working under these Acts.

- *Food safety* - All breakfast session staff preparing or handling food must have received Basic Food Safety Training from a recognised and qualified Food Safety Trainer. It is essential to attain a Basic Food Safety Certificate within 3 months as a food handler.
- *Childcare* - Providing the period for operating this initiative is not extended so as to create another purpose of childcare (see section on Timing on page 11), registration with Care Standards Inspectorate for Wales (CSIW) would not be required. There may be scope for a low ratio, play based, fee charging childcare club to precede the free breakfast service and registration may then be required if, taken with an after school club with the same management, more than two hours per day of care are provided.
- *Fire safety and drills* - Fire Safety - Managing School Facilities Guide 6 (ISBN 0 11 271040 9) offers guidance on how to manage fire safety and minimise the risk of fire. It sets out what legislation school buildings must comply with and covers the major risks, and has a lot of useful checklists. It's also available as a pdf file on the teachernet site at: [www.teachernet.gov.uk](http://www.teachernet.gov.uk). Regular fire drills should be carried out to ensure compliance with regulations and should be recorded within a fire safety logbook.

- *First Aid* - Employers are responsible for the provision of appropriate first aid equipment and facilities and trained first aiders in respect of their employees - this includes schools, as they are workplaces. However, the Regulations do not oblige employers to provide first aid for anyone else. Nevertheless, HSE strongly encourages employers, which would also include schools, to consider others when carrying out their assessment of first aid needs and to make provision for them. The Department for Education and Skills (DFES) has guidance on how this relates to schools - Guidance on First Aid for Schools. In this context the legal responsibilities of the schools and LEAs stem from their common law duty to look after children in their care.
- *Insurance* - It is important that whoever is operating the breakfast session eg. School, private sector, voluntary sector ensures that adequate insurance cover is in place. This may require an amendment to an existing insurance cover. It is important to note that some types of insurance cover are required by law.

## Location

### 9. The Venue

The school will need to decide on the venue for the breakfast session. Normally, this would be on the school premises. However, if for any reason these premises are unsuitable, alternatives such as a community room or hall could be considered.

If the school is using the school dining hall and kitchen as the venue, there will need to be liaison with the schools Catering Supervisor and kitchen staff to inform them of the school's intentions. Clearance should be sought if the breakfast session is to be operated independently of the local authority caterers.

Schools need to remember that the venue must have an easily accessible entrance and exit which may not necessarily be the school entrance.

In deciding the venue, careful thought should be given to the facilities such as seating, electrical supply, water supply, toilet facilities and a place to wash up.

## **10. Storage**

Whichever venue the school decides upon, careful thought needs to be given to how and where the equipment and provisions for the breakfast session are stored. Storage needs to be in a place where it is convenient, secure and safe.

As well as considerations being made about the storage of food items, the school also needs to think about where other items such as plates, cups, and toasters are stored and ensure that wherever possible they are located close to the venue of the breakfast session.

## **Operational Issues**

### **11. Timing**

Schools have some flexibility regarding the detail of the timings for their breakfast sessions. For the purposes of the initiative the breakfast session should commence before the start of the school day. This section should be read in conjunction with the section on Childcare on page 9. It is suggested that:

- Breakfast provision should normally be delivered as a short period (for example 30 minutes) with the primary purpose of providing sufficient time to enable those children who attend the session to have a healthy breakfast before the start of the normal school activities.

### **12. Children attending the breakfast session**

The number attending the breakfast session must be recorded by each school. This information should be in a format agreed with your LEA and must be submitted to your local authority contact on a weekly basis.

- Parents should preferably inform the school a term in advance if their child(ren) would like to receive a breakfast (although schools will ask initially to gauge level of interest in the initiative), preferably giving one week's notice, to vary the arrangement. If a child arrives to have a breakfast without giving prior notice they cannot be guaranteed to receive a free breakfast, although it is assumed that the school would make some exceptions if there was food available.
- Free breakfast is not a right. Schools can refuse entry to any children on the grounds of unacceptable behaviour.
- Once children have registered on arrival they must remain in the breakfast session.

### **13. Food items and portion sizes**

The breakfast offered should be healthy. There are 4 food groups - they are milk based drinks or products; Cereals - not sugar coated; fruit; breads.

Each child attending the breakfast session should be provided with the option of having one item from each of the four food groups set out below.

Wastage should be monitored and ordering of food adjusted accordingly.

<b>Food Group</b>	<b>Suggested Portion Size</b>	<b>Suggested standard items</b>
Milk based drinks and products	125ml or small carton	Semi-skimmed milk
Cereals - not sugar coated*	30g	Whole-wheat biscuits (1 biscuit) Cornflakes Rice based cereal Shredded wholegrain wheat biscuits Malted wheat squares Bran flakes Porridge <i>*To avoid adding sugar, children should be encouraged to use fresh fruit and dried fruit as sweeteners.</i>
Fruit	With fruit this is determined by what a child could hold in the palm of their hand or 100-125ml of juice	A selection of chopped fresh fruit or dried fruit to add to the cereals. Fruit canned in natural fruit juice. Unsweetened fruit juices.
Breads	1 slice or small roll/ bun 25g	Toast - toppings optional Note: where required a low fat polyunsaturated spread should be used and similarly a reduced sugar jam.

For variety, other food items could be introduced one or two days a week. A list of suitable items are listed below:

- Milk food group - yoghurts.
- Bread food group - muffins; crumpets; hot cross buns; tea cakes.
- Fruit food group - smoothies.
- Drinking water should also be available to children during the breakfast session.

#### **14. Allergies/Special Dietary requirements**

It is important that parents provide information on any allergies/ special dietary requirements that their child may have. This will be collected at the outset of the initiative in the letter to parents and must be brought to the attention of all staff/volunteers working during the breakfast session.

#### **15. Procurement Issues**

It is anticipated that food products will be procured via each Local Authority Procurement Service, which will minimise distribution costs and ensure regulation compliance. Food procurement decisions need to achieve value for money, and consistent safe supply, at the same time as maximising the opportunities for local suppliers to tender.

Welsh Assembly Government has issued each Local Authority with a guidance document "Sustainable Public Sector Procurement - Food for Thought" on how to encourage local supply chains through their procurement processes, and not disadvantage smaller suppliers. This document can be accessed via:

- The National procurement web-site: [www.buy4wales.co.uk](http://www.buy4wales.co.uk)
- Welsh Local Government Association web-site: [www.wlga.gov.uk/procurement](http://www.wlga.gov.uk/procurement)
- Welsh Assembly Government web-site: [www.wales.gov.uk/bettervalue](http://www.wales.gov.uk/bettervalue)



We would encourage each school to be involved in food decisions. Where an individual school is considering purchasing food directly please refer to Annex C. If a school has alternative suggestions for supply sources, they should discuss this with their Local Authority Procurement Service and their Local Authority Catering Service. It is important that schools work closely with their Local Authority Procurement Service and their Local Authority Catering Service to achieve the best overall outcome.

## **16. Funding**

All funding for this initiative is administered via the local authority. Schools must discuss and agree the funding arrangements for their particular school with the LEA co-ordinator.

For further information on funding and for funding amounts which can be claimed, view [www.wales.gov.uk/breakfast](http://www.wales.gov.uk/breakfast) under guidance.

Schools will need to ensure that they maintain adequate records to substantiate their claim. This should be discussed and agreed with the local authority contact.

## **Participation**

### **17. Children's involvement**

Children should be encouraged to become involved with the running of the breakfast session. This could include working with the School Council if and when this has been established in the school. Children could help design the menus; suggest improvements to the session; take responsibility for clearing away their own breakfast dishes.

### **18. Parental/guardian involvement**

This could be as paid staff; volunteers or on a more informal basis, but all adults involved in the breakfast session must be cleared by the Criminal Records Bureau before working with children.

## **19. Play/Educational Activities**

The Welsh Assembly Government made a commitment to provide for all children of primary school age registered in maintained primary schools in Wales to have a free, healthy breakfast at school each day. However schools may wish to engage children in play/educational activities. Guidance on a range of possibilities can be found in Section 27 - Useful Websites.

## **Other Issues**

### **20. School Crossing Patrols**

Schools will need to consider if additional school crossing patrols are needed. If a school needs guidance on this area they can seek advice from their local authority contact.

### **21. Transport**

The free breakfast provision may impact on the school's transport arrangements. Schools should discuss any concerns which they may have with their local authority contact.

### **22. Involving experts**

Some school breakfast providers have found it useful, interesting and beneficial to children to occasionally invite experts to the breakfast session to talk to the children about health/nutrition (e.g. dentist, school nurse, farmer - especially if in a rural area!).

### **23. Recycling**

Schools should seek to take advantage of local community-based recycling and waste reduction schemes.

## **24. Publicising the Breakfast Session/ Healthy Eating**

Some ideas which may be worth considering include 'special days' (e.g. themed) to encourage experimentation in food and/or activities, awards for attendance or trying a new piece of food (e.g. different fruits), sending out a regular newsletter, inviting staff to have breakfast (for free), inviting parents to attend special breakfast days or running themed breakfasts with foods from different countries, which will also help vary the menu. Where current healthy eating schemes exist, these should continue to be supported and promoted.

## **25. Evaluation**

The Welsh Assembly Government has commissioned an independent evaluation of the pilot, more information can be found on: [www.wales.gov.uk/breakfast](http://www.wales.gov.uk/breakfast).

Schools/providers are also encouraged to undertake their own evaluation of the scheme which could include questionnaires to parents and children and more informally asking the children for their views.

## **26. Dental Issues**

Annex D provides guidance for schools who would like to begin tooth brushing after breakfast. For schools not wishing to pursue tooth brushing at this early stage, the Chief Dental Officer for Wales has recommended that children at least 'swish and swallow' after having their school breakfast.

## **27. Useful Websites**

### **Welsh Assembly Government Free Primary School Breakfasts Initiative**

[www.wales.gov.uk/breakfast](http://www.wales.gov.uk/breakfast)

### **Welsh Assembly Government Health Promoting Schools**

English: [www.cmo.wales.gov.uk/content/work/schools/index-e.htm](http://www.cmo.wales.gov.uk/content/work/schools/index-e.htm)

Welsh: [www.cmo.cymru.gov.uk/content/work/schools/index-w.htm](http://www.cmo.cymru.gov.uk/content/work/schools/index-w.htm)

### **British Nutrition Foundation**

[www.nutrition.org.uk](http://www.nutrition.org.uk)

### **ContinYou**

[www.continYou.org](http://www.continYou.org)

### **Clybiau Plant Cymru Kids Club**

[www.clybiauplantcymru.org](http://www.clybiauplantcymru.org)

### **Foods Standards Agency**

[www.foodstandards.gov.uk](http://www.foodstandards.gov.uk)

### **New Policy Institute**

[www.npi.org.uk/proj%20breakfast.htm](http://www.npi.org.uk/proj%20breakfast.htm)

### **Home Grown Cereals Authority**

[www.hgca.com](http://www.hgca.com)

### **Department of Health Food in Schools Programme [England]**

[www.dh.gov.uk/PolicyAndGuidance/HealthAndSocialCareTopics/FoodInSchools/fs/en](http://www.dh.gov.uk/PolicyAndGuidance/HealthAndSocialCareTopics/FoodInSchools/fs/en)

## Annex A

Dear Parent/Guardian

### **Primary School Free Breakfast**

#### **Background**

The Welsh Assembly Government made a commitment to provide for all children of primary school age registered in maintained primary schools in Wales to have a free, healthy breakfast at school each day.

This scheme is intended to improve the health and concentration of children to assist in the raising of standards of learning and attainment, and will seek to involve parents/guardians. It is not intended to replace breakfast already provided by parents/guardians, but to allow all those children, who for whatever reason, have not had breakfast at home, to have one in school.

**Important  
Information:  
Please Read**

#### **Planning**

We are considering introducing this initiative in ..... school and to assist with this decision we need to have an idea of the likely take-up. This is a vital part of the planning process.

To help you decide whether you would want your child to attend the sessions we have enclosed a question and answer sheet, which will give you an idea of how these sessions may operate.

#### **What do you have to do?**

If you would like your child(ren) to attend the breakfast sessions when they start (sometime during the ..... Term) you must complete the attached form and return to the school by ..... If we do not receive a response we will assume that you do not want your child(ren) to attend the breakfast sessions. Please note a free breakfast is not a right. Schools can refuse entry to any children on the grounds of unacceptable behaviour.

More information will follow, once we have an idea of the likely take-up for the breakfast sessions.

Yours sincerely

## Primary School Free Breakfast

Please complete and return to the school by .....

<b>Child's name:</b>		<b>Class:</b>		
<b>Attendance</b>				
Please indicate which days your child will be attending the breakfast session				
Mon	Tues	Wed	Thurs	Fri
<b>Special Dietary requirements</b>				
Does your child have any food allergies/intolerance?      Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, please provide details				
<b>Other information</b>				
Please provide details of any other information you feel relevant to your child's attendance at the breakfast session				
<b>Contact details in case of an emergency</b>				
Name:		Phone number:		
Relationship to child:				
Name:		Phone number:		
Relationship to child:				
<b>I confirm that I would like my child to attend the breakfast sessions when they start.</b>				
Signature of Parent/Guardian:				
Date:				

## **Primary School Free Breakfast Initiative**

### **Frequently Asked Questions**

#### **What time will the session operate?**

The Welsh Assembly Government has issued detailed guidance to schools covering the operation of the breakfast session. All schools will have the flexibility, within these guidelines, to decide how they provide and run the free breakfast sessions. This guidance recommends that:

- Breakfast provision should not normally begin earlier than 8am.
- All children should register on arrival.
- The breakfast session should finish at least 10 minutes prior to the start of the school day.
- No children should be admitted less than 10 minutes before the close of the breakfast session.

#### **What breakfast will my child(ren) receive?**

The breakfast on offer must be healthy and nutritionally balanced. There are 4 food groups: Drinks or milk products; Cereals - not sugar coated; fruit; breads.

A typical breakfast could be:

- cereal with milk and chopped fruit, a piece of toast and a drink;  
or
- toast, fruit juice and yoghurt.

#### **Who will supervise the breakfast session?**

It will be for the school to decide who will supervise the breakfast session. All adults involved in the breakfast session must be cleared by the Criminal Records Bureau before working with children.

#### **Will I have to pay for the breakfast session?**

No - the breakfast and the supervision of your child(ren) during the breakfast session will be free.

**How much notice do I need to give to vary the arrangements for my child(ren) to attend the breakfast session?**

Ideally a term in advance, but a minimum of 1 week, obviously the more notice the better. If your child(ren) arrives to have a breakfast without giving prior notice they cannot be guaranteed to receive a free breakfast, although there will be discretion for the school to make some exceptions if there is food available.

**Will the children be in mixed age groups for breakfast?**

Yes - attendance at the free breakfast session is open to all children attending this school.

**My child currently travels to school on the school bus - what will the transport arrangements be for the breakfast session?**

This is an area that will need further detailed discussion once the school has an indication of the likely take-up when the scheme is in operation.

**Where can I find out more about the initiative?**

The Welsh Assembly Government has set up a website, which provides more information. The address is [www.wales.gov.uk/breakfast](http://www.wales.gov.uk/breakfast). A mailbox has also been set up for you to make your views known to the Welsh Assembly Government. The address is [Breakfastinfo@wales.gsi.gov.uk](mailto:Breakfastinfo@wales.gsi.gov.uk).



# Annex B

## Workplace Location A School


### Task/Activity Operating a Breakfast Club/Session



Hazard	Who Might be Harmed	Risk Rating	Is the Risk Adequately Controlled?	What Further Action is Necessary to Control the Risk?	Residual Risk
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:-</p> <ul style="list-style-type: none"> <li>• Slipping/tripping hazards</li> <li>• Noise</li> <li>• Electricity</li> <li>• Fume</li> <li>• Fire</li> <li>• Vehicles</li> <li>• Dust</li> <li>• Violence</li> <li>• Chemicals</li> <li>• Moving parts of machinery</li> <li>• Manual Handling</li> <li>• Work at height</li> <li>• Ejection of materials</li> <li>• Poor lighting</li> <li>• Pressure systems</li> <li>• Low temperature</li> </ul>	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who might be affected:-</p> <ul style="list-style-type: none"> <li>• Office staff</li> <li>• Operators</li> <li>• Maintenance personnel</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Members of the public</li> <li>• People sharing your workplace</li> </ul> <p>Pay particular attention to:-</p> <ul style="list-style-type: none"> <li>• Disabled persons</li> <li>• Young persons</li> <li>• Inexperienced staff</li> <li>• Visitors</li> <li>• Lone Workers</li> <li>• Pregnant/Nursing women</li> </ul>	<p>Prioritise risk as High, Medium or Low</p>	<p>Have you already taken precautions against the risks from the hazards you listed, for example: have you provided:-</p> <ul style="list-style-type: none"> <li>• Adequate information, instruction or training?</li> <li>• Adequate safe systems or procedures?</li> </ul> <p>Do the Precautions:-</p> <ul style="list-style-type: none"> <li>• Meet the standards set by a legal requirement?</li> <li>• Comply with a recognised standard?</li> <li>• Represent a good practice?</li> <li>• Reduce risk as far as reasonably practicable?</li> </ul> <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, etc giving this information.</p>	<p>What more could you reasonably do for those risks which you found were not adequately controlled?</p> <p>Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-</p> <ul style="list-style-type: none"> <li>• Remove the risk completely</li> <li>• Try a less risky option</li> <li>• Prevent access to the hazard (eg by guarding)</li> <li>• Organise work to reduce exposure to the hazard</li> <li>• Issue personal protective equipment</li> </ul>	<p>Prioritise as High, Medium or Low</p>

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. Specify also the target date for action and the person to action	Residual Risk
<p>Poor security of school buildings</p> <p>Violence at work</p>	<p>Breakfast club/ Session Staff</p> <p>Breakfast Club/ Session Pupils (including Special Needs)</p> <p>Parents of Pupils (who attend breakfast clubs/sessions)</p>	<p>M</p>	<p>Where appropriate, access to breakfast clubs/sessions should be from the schools main entrance, as a security access control system is provided at this location.</p> <p>Where this is not appropriate (ie breakfast clubs/sessions operating in areas far from the main entrance or within buildings separate to the main school building) a suitable access point should be established which is fitted with a suitable security access system.</p> <p>Breakfast Club/Session Staff are encouraged to challenge any visitors within the building (other than known parents who may be accompanying their children).</p> <p>A communication link/system/phone line is provided and is available within the breakfast club/session area so staff are able to phone for assistance if required. (Breakfast club/session staff also have their own mobile phones.)</p> <p>A register is kept of all pupil attendees.</p>	<p>Where the breakfast club/ session is operated in areas remote from the access point (classrooms at the end of the corridor or first floor rooms) consideration should be given to the provision of a visual and voice security access system so that staff allowing access can see who is there prior to remotely unlocking the access doors.</p>	<p>L</p>

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. Specify also the target date for action and the person to action	Residual Risk
Poor Fire Safety Management	Breakfast Club/Session Staff Breakfast Club/Session Pupils (including Special Needs) Parents of Pupils (who attend breakfast clubs/sessions)	H	Existing school fire risk assessment has been reviewed in respect of the operation of the breakfast club/session. Corridor fire doors should only be held open: <ul style="list-style-type: none"> <li>temporarily for very short periods (ie during cleaning operations) or</li> <li>with electro-magnetic/sonic hold open devices which are linked to the fire alarm system so that they close when the alarm is activated.</li> </ul> School Fire Action Notices are displayed at all alarm call points and in all rooms used for breakfast club/session activities. Breakfast club/session staff are familiar with and have been given information and instruction of the schools evacuation procedures. Emergency evacuation drill exercises are carried out each term (ideally at the start of each term to take account of new staff/pupils). All evacuation drills are recorded in the school fire safety log book. The register of pupil attendees at the breakfast club/session is used at evacuation for the purposes of conducting a head count.	Fire awareness training to be undertaken by appropriate staff.	L

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. Specify also the target date for action and the person to action	Residual Risk
Inappropriate First Aid provision	Breakfast Club/Session Staff Breakfast Club/Session Pupils (including Special Needs) Parents of Pupils (who attend breakfast clubs/sessions)	L	<p>All breakfast club/session staff are aware of location of the first aid kit.</p> <p>Appropriate signage is in place indicating location of first aid kit.</p>  <p>Suitable and sufficient numbers of breakfast club/session staff trained in appropriate first aid at work qualification (minimum standard of appointed person/emergency aid).</p> <p>An external communication link/phone is provided within or near breakfast club/session area which is available for contacting the emergency services if needed (ie ambulance).</p>	First aid kit in breakfast club/session is to be included in existing school arrangements for regular checking and replenishment of contents.	L
Inappropriate selection of rooms for breakfast club/session activities	Breakfast Club/Session Staff Breakfast Club/Session Pupils (including Special Needs) Parents of Pupils (who attend breakfast clubs/sessions)	L	All rooms used for activities have been considered in terms of size and layout etc to be reasonable for the maximum possible number of pupil attendees.		L

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. Specify also the target date for action and the person to action	Residual Risk
Use of and exposure to substances hazardous to health	Breakfast Club/Session Staff Breakfast Club/Session Pupils (including Special Needs) Parents of Pupils (who attend breakfast clubs/sessions)	M	<p>Where dishwashers are used consideration is given to the detergent products used and the risks of injury from its use, handling and storage. A manufacturers hazard data sheet is available and COSHH (Control of Substances Hazardous to Health) risk assessment in place for each product.</p> <p>Suitable and sufficient Personal Protective Equipment (PPE) is provided to staff as dictated by the COSHH risk assessment for each product.</p> <p>Breakfast club/session staff to be made aware of the COSHH risk assessments and PPE requirements. Documentation to be readily available in case urgent reference is required ie in the event of accidental contact/splash in eye.</p> <p>All products classified as being hazardous to health are stored securely and are not physically accessible to pupils and/or any other persons.</p>	Consider sourcing less hazardous detergent products for the dishwasher.	L

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. Specify also the target date for action and the person to action	Residual Risk
Use of electrical equipment	Breakfast Club/Session Staff Breakfast Club/Session Pupils (including Special Needs) Parents of Pupils (who attend breakfast clubs/sessions)	M	School procedures are in place for the periodic (currently annual) testing and maintenance of all portable electrical appliances (by a competent person). Any newly purchased electrical equipment is added to the schools inventory to ensure it is subject to testing at the next scheduled occasion. School procedures are in place for the testing and maintenance of fixed electrical installations at periods not exceeding 5 years (by a competent person). With the purchase of a number of additional portable electrical items consideration has been given to the provision of additional power sockets within the food preparation area so as not to overload sockets.	Breakfast club/session staff are regularly reminded not to bring electrical items in for use from home. Remove existing two-way adapters and replace with four gang extension leads (on the advice of a competent electrician as these may not be suitable where a high current/load is drawn), which are secured to reduce the likelihood of tripping on the cable.	L
Use of other/ specialised school equipment	Breakfast Club/Session Staff Breakfast Club/Session Pupils (including Special Needs) Parents of Pupils (who attend breakfast clubs/sessions)	M	Where main school halls are utilised for indoor pupil activities following the consumption of food, breakfast club/session staff are aware that equipment such as wall bars, trampets, fixed metal apparatus must not be used, unless through specific agreement with school management and provision of supervision by a competent person.		L

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. Specify also the target date for action and the person to action	Residual Risk
Use of School Kitchen (& equipment) for food preparation	Breakfast Club/Session Staff Breakfast Club/Session Pupils (including Special Needs) Parents of Pupils (who attend breakfast clubs/sessions)	M	Liaison made with school catering supervisor and kitchen staff over school intentions regarding intended usage of dining hall and kitchen facilities. Specific agreement must be made with the LEA Catering Manager if the school kitchen area is to be used independently by the breakfast club/session staff. Breakfast club/session staff are informed that they are not permitted to use kitchen equipment (ie food mixers, deep fat fryers, food slicers) and must only use breakfast club/session equipment (ie toasters).		L
No provision for supervision between close of breakfast club/session and start of the school day	Breakfast Club/Session Staff Breakfast Club/Session Pupils (including Special Needs) Parents of Pupils (who attend breakfast clubs/sessions)	M	On accepting pupils into the breakfast club/session the school assumes the civil duty of being in loco parentis (acting as a reasonable parent) as well as the common law duty of care and the legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of persons other than employees (in this case pupils). As such supervision will need to be provided at appropriate levels. Where breakfast clubs/sessions finish before the start of the school day pupils must continue to be supervised by an appropriate number of staff until the normal school day commences.		L

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. Specify also the target date for action and the person to action	Residual Risk
<p>Unsafe Workplace Issues/Conditions including:</p> <ul style="list-style-type: none"> <li>• Slips, Trips and Falls</li> <li>• Storage</li> <li>• Food Storage Areas</li> <li>• Glazing</li> <li>• Finger trapping</li> <li>• Access to unauthorised areas (cleaners cupboards, food stores, kitchen areas)</li> </ul>	<p>Breakfast Club/Session Staff  Breakfast Club/Session Pupils (including Special Needs)  Parents of Pupils (who attend breakfast clubs/sessions)</p>	<p>M</p>	<p>In addition to the daily observations of school staff a school building/site risk assessment checklist is completed termly by senior staff. This exercise considers areas of the school used for breakfast clubs/sessions. Action is taken as appropriate where remedial work/improvement is required.</p> <p>Areas specifically covered in this exercise are:</p> <ul style="list-style-type: none"> <li>• Stairs, corridors, paths which need to be maintained in a safe condition.</li> <li>• Classroom and storage areas and corridors which need to be kept clean and in an orderly manner.</li> <li>• Adequate lighting is provided which needs to include external areas leading to the breakfast club/session entrance, corridors and stairwells as well as in areas used.</li> <li>• Glazing in higher risk areas which needs to be filmed or be of safety standard to prevent shattering upon contact.</li> <li>• Inner hinge edges of doors which present higher risks of finger trapping which need to be fitted with 'Finger guard' products to reduce the risks of injury (ie toilet and access doors).</li> </ul>	<p>Spillages and pupil body fluids (i.e. vomit) to be cleaned up immediately in accordance with normal school procedures.</p> <p>Plastic warning signs to be used (i.e. wet floor) during all cleaning operations.</p> <p>New school procedure adopted - where the main hall is utilised for breakfast club/session activities the floor surface of the hall is swept after the end of the activities in order to remove/collect any food items and/or spillage prior to morning assemblies and school use etc.</p> <p>External access routes to the breakfast club/session are checked daily and treated with grit/salt on icy conditions.</p>	<p>L</p>



List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. Specify also the target date for action and the person to action	Residual Risk
			<ul style="list-style-type: none"> <li>• Cleaners cupboards/food stores etc to be kept locked shut.</li> <li>• Pupil access to food handling/preparation area is prevented or restricted.</li> </ul>		
Uncontrolled vehicle traffic on school site where pedestrians are present	Breakfast Club/Session Staff Breakfast Club/Session Pupils (including Special Needs) Parents of Pupils (who attend breakfast clubs/sessions)	M	<p>A school traffic management risk assessment is in place.</p> <p>Measures are implemented to ensure physical segregation of any parents vehicles arriving on site (that are dropping pupils off) with pedestrians that may be present.</p> <p>Specific consideration has been given to provision of:</p> <ul style="list-style-type: none"> <li>• Clearly marked walkways, paths and internal roadways.</li> <li>• Effective segregation of pedestrians and vehicles.</li> <li>• Clear signage showing required speed restrictions (5mph).</li> <li>• Communication with contractors (both external and those services provided within the Council) regarding scheduled times for deliveries/refuse collections to avoid where possible the early arrivals for the breakfast club/session.</li> </ul>		L

<b>List hazards here:</b>	<b>List groups of people who are especially at risk from the significant hazards which you have identified:</b>	<b>Risk</b>	<b>List existing controls here - or note where the information may be found:</b>	<b>Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. Specify also the target date for action and the person to action</b>	<b>Residual Risk</b>
Inappropriate staffing levels	Breakfast Club/ Session Staff Breakfast Club/Session Pupils (including Special Needs) Parents of Pupils (who attend breakfast clubs/sessions)	M	Staffing levels determined according to Welsh Assembly Government Guidelines for operating a breakfast club/session (available at <a href="http://www.wales.gov.uk/breakfast">www.wales.gov.uk/breakfast</a> under guidance).	Arrangements in place for provision of temporary staff cover in the event of sickness etc.	L
Breakfast club/ session staff not cleared through Criminal Records Bureau	Breakfast Club/ Session Pupils	M	All adults are subject to clearance through Criminal Records Bureau checks prior to commencement of work.		L

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. Specify also the target date for action and the person to action	Residual Risk
Breakfast club/session staff unaware of applicable school procedures	Breakfast Club/ Session Staff	M	<p>The school health and safety policy was updated to reflect the detailed responsibilities and arrangements for operating the breakfast club/session.</p> <p>The school policy has been communicated to all staff, including those supervising the breakfast club/session.</p> <p>Welsh Assembly Government Guidelines for operating a breakfast club/session are available for breakfast club/session staff (available at <a href="http://www.wales.gov.uk/breakfast">www.wales.gov.uk/breakfast</a> under guidance)</p> <p>Breakfast club/session staff are provided with latex free disposable type gloves for cleaning up of spillages of body fluids.</p> <p>Breakfast club/session staff are provided with information on local school policy regarding requests for administration of medication for pupils from parents/guardians.</p> <p>Breakfast club/session staff are aware of contact information for parents/guardians in order for communication to take place where pupils become unwell etc during the breakfast club/session activities.</p>	<p>The Council's Health and Safety Codes of Guidance, which are applicable to a breakfast club/session are made available to staff.</p> <p>Any parents joining their children for breakfast (ie being present on the site) must sign in/out as visitors. This information can be added to the pupil register, which must be used to conduct a head count in the event of an emergency evacuation.</p> <p>Where administration of medication is undertaken breakfast club/session staff need to be fully aware of the school policy and normal procedures (ie named photographs of pupils with medical requirements and proforma record sheets etc). The School Nurse should also be contacted regarding any training requirements ie use of epipens.</p>	L

List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here - or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. Specify also the target date for action and the person to action	Residual Risk
Poor Communication of Pupil Information	Breakfast Club/ Session Pupils	M	A number of breakfast club/session staff are also employed during the school day and have a good knowledge of the pupils. All breakfast club/session staff are aware of pupil medical, dietary, behavioural or other special needs, allergies.		L
Poor food hygiene standards	Breakfast Club/ Session Staff Breakfast Club/ Session Pupils (including Special Needs) Parents of Pupils (who attend breakfast clubs/sessions)	L	<p>Breakfast club/session staff who prepare or handle food categorised as lower risk (ie toast, cereals) must apply basic/essential food safety principles as follows and should also undertake the Chartered Institute of Environmental Health (CIEH) Foundation Certificate in Food Hygiene within 3 months of commencement.</p> <ul style="list-style-type: none"> <li>• Making sure products are within date.</li> <li>• Washing of hands prior to preparing/handling food and regularly, as and when necessary.</li> <li>• Wearing of appropriate clothing.</li> <li>• Long hair tied back.</li> <li>• Covering of cuts and sores with suitable dressings (blue in colour).</li> <li>• No Smoking or drinking during food handling/preparation.</li> </ul> <p>Where breakfast menus are developed to higher risk foods (ie eggs, meats) staff should undertake the Chartered Institute of Environmental Health (CIEH) Foundation Certificate in Food Hygiene prior to food preparation/handling or be effectively supervised by someone who has attained the qualification.</p>	Breakfast club/session staff aware of need to implement school smoking control policy.	L

## Annex C

### Procurement Processes

All procurement decisions should be made on the basis of best value for money for the organisation. A focus on best value for money ensures the best possible decision is made for the organisation, and that decisions are made objectively and that there is a clear and transparent audit trail of the decision-making process. This is particularly important in procurement where public money is involved.

The following information is provided as an outline guide only focusing upon potential routine procurement processes. It is not meant to be definitive or exclusive. Each organisation must refer to its own policies and standing orders and satisfy itself of compliance with all legislation related to the procurement in question.

This table sets out the basic process to be followed for routine risk procurements.

- **Challenge the requirement** - Is the procurement necessary? Is it best value for money? Is this the best time to buy?
- **Obtain minimum of three written quotations** - organisation's Contract Standing Orders should dictate how quotations are dealt with on receipt.
- **Evaluate quotations and identify quotation offering best value for money** - ie total cost to the organisation and the quality in relation to that organisations needs.
- **Ensure budget is available** - ensure sufficient funding is in place before placing an order.
- **Issue Purchase Order** - when content that the appropriate stages have been followed the Purchase Order should be signed and the necessary action undertaken.
- **Check on delivery** - delivery should be carried out in accordance with the terms of the Purchase Order.
- **Manage implementation** - ensure the goods/services are delivered to the end user.
- **Invoicing and payment** - an efficient system for dealing with invoicing and payments should be established. Government has set a target of payment within 30 days of receipt of a valid invoice.

Schools seeking to purchase food independently of their Local Authority are also advised to give consideration to the following more specific questions:

1. If not buying from a shop - have you completed a due diligence process? (i.e. have you made the checks necessary on the various health and safety aspects of the food production).
2. Have you agreed any fixed prices with the food supplier or shop? If not what action will you take if prices rise?
3. Have you agreed that the supplier or shop will guarantee that a certain volume is available daily? What is your contingency plan if food is not available - will you accept substitutes or have you an alternative source?
4. How often will you require delivery or collection? Have you discussed maximum and minimum volumes with your supplier or shop and identified any future capacity problems?
5. Do you plan to collect food or have it delivered? What is your contingency plan in the event of transport failure?
6. If collecting food yourself are you compliant with the storage requirements for chilled food? Are your staff at risk of undertaking excessive lifting?

Please contact your organisations Corporate/Strategic Procurement Officer for more specific advice, and/or you can find out more information from:-

Welsh Local Government Procurement Support Unit -  
Chris Chapman, Process Improvement Programme Manager  
Tel 01792 313073; e-mail: Christopher.chapman@wlga.gov.uk

## Annex D

Welsh Assembly Government Free Primary School Breakfasts	
Involving Community Dental Services	Promoting oral/dental health
<ul style="list-style-type: none"> <li>• It is advisable to seek any further support/advice from your community dental service.</li> <li>• Local dental practices may be willing to come to the breakfast session to talk to children about caring for their teeth.</li> </ul>	<p>Dental caries is the most common disease of childhood in Wales, with more than 50 per cent of children suffering the disease by the time they start school. In Wales, the average 5-year-old has at least 2 decayed, missing or filled teeth, in many areas of the country the dental health of children is worse.</p> <p>Simple measures such as regular tooth-brushing can improve oral health. Many school breakfast schemes have successfully incorporated a tooth-brushing programme into the daily routine which has been found to contribute successfully to reducing dental plaque.</p> <p>Tooth-brushing is <b>not</b> a compulsory part of the school breakfast session, however, the Chief Dental Officer for Wales has advised that children attending the session at least 'swish and swallow' with water after having breakfast. This method is beneficial as it removes food particles that may be left in the mouth after eating. Rinsing your mouth does a lot of good, even if you can't brush.</p>

**For schools wishing to pursue tooth-brushing after breakfast it is recommended that these guidelines are followed:**

### **Tooth-brushing**

- It is advisable to obtain parental consent for children to participate in tooth-brushing.
- Children need supervision whilst brushing and those under the age of 7 are likely to need assistance.
- Only a small pea sized amount of fluoride toothpaste is needed.
- Children need to brush their gums as well as teeth: small circular motions along the gum line.
- Teeth should be brushed for two minutes after breakfast.
- If children have consumed acid-containing food or drinks, such as orange juice, it is advisable to wait for 30 minutes before brushing teeth to avoid further damaging the enamel.

### **Toothbrushes**

- Toothbrushes should be kept for individual use and should be clearly identifiable to their owner.

### **Hygiene**

- All staff should be aware that toothbrushes must not be soaked in solutions.
- Toothbrushes should be replaced at least every 3 months or when bristles are splayed/damaged.
- After tooth-brushing, the toothbrush should be thoroughly rinsed under water and placed back in the rack to air-dry.
- It is important to keep the rack as clean and dry as possible (a baby wipe can be used to mop up any moisture on the rack).
- The rack should be washed once a week (or more frequently if soiled) in hot water with detergent, then rinsed and dried.
- There is no need to use disinfectant wipes. Disinfectants must be kept for situations where there is proven infection.

### **Storage**

- The rack should be stored on a smooth surface in a clean, dry cupboard.
- The rack should not be covered with a cloth or plastic bag as this could cause condensation and moisture which could encourage the growth of harmful bacteria.