

13: Risk Assessment

Systems are in place to ensure that our Club is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the Club is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

Risk assessment will be conducted for each activity, where the need arises. Each risk assessment will be reviewed and amended as often as necessary and at least annually. The club will consult with the school in regard to the use of the school playground equipment and wait for the external assessment to have been carried out before the club includes it in their daily risk assessments and allows children to play on it.

The Manager is responsible for making sure that risk assessments are completed. For each risk assessment undertaken, a written record will be kept and effectively monitored. Reviews are conducted regularly or when there is any change to equipment or resources, any change to the Club's premises, or when particular needs of a child or other visitors necessitate.

The Manager is further responsible for conducting any necessary reviews or making changes to the Club's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily and recorded in writing. This will, ordinarily, be carried out by a designated member of staff on arrival at the Club and will be completed before any children arrive.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The Club's environment, both indoors and outdoors
- All surfaces, both indoors and outdoors
- All equipment used by children or staff

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Manager and ensure that a record is made in the Daily Diary.

The Manager is then responsible for ensuring that any necessary action is taken.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded in both the Incident Book and an Accident Form on the same day as the event took place (as detailed in Policy 17: Accidents, Illness & Emergency).