

Peak Time Kids Club

Risk Assessment Policy

The management committee understand the importance of ensuring that systems are in place for checking 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 Works 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.

The Staff are responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is change to equipment or resources, any change to the Club's premises, or when a particular need of a child or other visitor necessitates this.

The Management Committee and Coordinator are 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. This will be carried out by a member of staff on arrival at the Club and will be completed before any children arrive. It will also be documented in the Health and Safety folder, which is found on the bookshelf in the main room.

A comprehensive risk assessment will be under taken once a term. Any potential hazards will be recorded and acted on accordingly.

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 in making children, themselves, and any other people potentially affected safe. They will notify the Coordinator or Deputy Coordinator and ensure that a record is made in the Incident Record Files. The Coordinator or Deputy Coordinator is 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 either the Incident Record Book or the Accident Record Book on the same day as the event took place.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- The action taken and by whom
- The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parent/carers of the child or children involved. In exceptional circumstances if a member of staff cannot complete an incident report, it should be completed by another member of staff.

Staff should inform the parents/carers of the child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place where this is not possible, the information will be passed on at the earliest possible opportunity. It will be taken to the committee by the coordinator. A joint decision will be made whether the incident is deemed major and whether relevant bodies need to be informed. (e.g. OFSTED, Charities Commission, Health and Safety Exec.)