

## **The Base Risk Assessment Policy**

We 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 incidents 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 at least once a year or immediately, where the need arises. The Senior Play Worker and staff are responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the clubs premises, or when particular needs of a child or other visitors necessitates this.

The Senior Play Worker is further responsible for conducting any necessary reviews or making changes to the clubs 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 in-door and out-door will be carried out daily. 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 clubs 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 Senior Play Worker and ensure that a record is made immediately in the record book.

The Senior Play Worker is then responsible for ensuring 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 report 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 injuries sustained
- Description of incident, accident or dangerous occurrence.
- The action taken and by whom
- The signature of the member of staff who dealt with the event, any witnesses and a counter signature by the parent/carer of the child involved.

Staff should inform the parent/carers of the child or children concerned at the end of the session in which incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

**Signed** \_\_\_\_\_ **(Manager)** \_\_\_\_\_ **(Date)**

**Signed** \_\_\_\_\_ **(Chairperson)** \_\_\_\_\_ **(Date)**