



ClubsComplete



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RISK ASSESSMENT POLICY

This document outlines how we, at ClubsComplete will manage risk both indoors and outdoors when children are in our care. This document will be shared with all ClubsComplete staff during our annual staff training. All staff will have the opportunity to contribute and they will sign to say they have understood and are in agreement. All of our staff have qualifications in Risk Assessments (carried out by Leicestershire County Council) and are all therefore competent to carry out Risk Assessments – all of which are checked by Senior Management.

BEST WORKING PRACTICES

General Considerations

Staffing levels and staff training
Policy and procedures
Space and resources

Daily considerations

Wear and tear; space and resources
Organisation, setting up and storage
Effects of changes to provision/routines/staffing
Agreed procedures for adults and children
Clear policy with regard to first aid/emergency
Agreed response to weather changes

WHAT IS A HAZARD?

- A hazard is something that has the potential to cause harm such as water, steps, surfaces, cluttered walkways, plants, weather, electrical items, sharp tools, broken resources.

WHAT IS A RISK?

- A risk is the potential of the hazard to cause harm. (The level of risk is dependent on the circumstances.)
- A risk assessment is the resulting assessment of the severity of the outcome
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance)
- Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella). It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

WHY DO WE NEED TO MANAGE RISK?

- It is a legal requirement

- We have a duty of care and due diligence
- It enables children to access opportunities

HOW DO WE MANAGE RISK?

- Identify the hazard
- Determine the level of risk
- Manage the risk by eliminating the hazard or putting controls in place
- Monitor the controls
- Review the process daily, weekly and monthly

WHAT WE WILL DO TO MANAGE RISK

- ALL STAFF WILL BE INVOLVED IN ASSESSING RISK AND WILL COLLABORATE TO DEVELOP RISK ASSESSMENTS FOR ALL AREAS USED FOR CLUBS COMPLETE HOLIDAY CLUBS
- RISK ASSESSMENTS WILL BE REVIEWED REGULARLY
- ALL STAFF WILL BE INVOLVED IN AND ARE RESPONSIBLE FOR MANAGING AND CONTROLLING RISK WHILST INDOORS AND OUTDOORS. (E.G IF A HAZARD IS SEEN, STAFF WILL EITHER REMOVE IT OR MAKE THE AREA SAFE AGAIN)
- ENVIRONMENTS AND ACTIVITIES WILL BE CONSTANTLY REVIEWED TO ENSURE SAFETY AT ALL TIMES
- ALL STAFF WILL REMIND CHILDREN AND DEMONSTRATE HOW TO USE TOOLS AND EQUIPMENT SAFELY
- ALL STAFF WILL REMIND YOUNGER CHILDREN NOT TO PUT THINGS IN MOUTHS, EARS AND UP NOSES
- ALL STAFF WILL REMIND CHILDREN AND DEMONSTRATE HOW TO PLAY SAFELY WITH WATER
- ALL STAFF WILL ENSURE THAT EXTREME WEATHER CLOTHING, FOOTWEAR, HATS, AND SUNCREAM IS AVAILABLE WHEN NECESSARY
- ALL STAFF WILL REMIND CHILDREN AND DEMONSTRATE HOW TO MOVE AROUND THE SETTING SAFELY
- HOT DRINKS WILL NOT BE CONSUMED IN ANY OF THE CLASSROOMS OR OUTDOORS WHILST WORKING WITH THE CHILDREN
- AT THE START OF DAY WE WILL CONDUCT A BRIEF RISK ASSESSMENT (TICK SHEET) OF THE CLASSROOMS AND OUTSIDE AREAS
- REVIEW ALL EQUIPMENT USED TO ENSURE THAT IT IS SAFE FOR ALL CHILDREN AND YOUNG PEOPLE

We will have the following Risk Assessments in place;

1. Daily overview
2. Water activities areas
3. Building and constructing (EYFS)
4. Using the playground areas
5. Natural materials
6. Craft areas/play dough
7. Extreme Weather Conditions
8. Outings/visits (this will be prior to the visit taking place)
9. Cooking area (kitchen)

Pastoral

The focus of our pastoral care is to ensure that each child or young person becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home.

Child Protection

Our *Child Protection Policies* and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedures ensure that the ClubsComplete is not exposed to the risk of employing staff who are barred from working with children.

Conducting a Risk Assessment

ClubsComplete principally uses the model recommended by the HSE in its publication, *Five Steps to Risk Assessment*. The school's policy is not to carry out any high risk activity. Activities involving children are always low risk.

MONITORING AND REVIEW

It is the responsibility of the ClubsComplete staff to follow this policy. The Senior Leadership Team will carry out monitoring of the whole school on a weekly basis.

This policy will be reviewed before the start of each summer and will evolve to incorporate the views of all staff concerned.