



# ClubsComplete

Opening a world of opportunities to  
children and young people

## **RISK ASSESSMENT POLICY**

This document outlines how we, at ClubsComplete™ will risk manage both indoor and outdoor 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. We have designated staff who 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 a 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 ClubsComplete™ sessions
- 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 their 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 classrooms or outdoors whilst working with the children
- At the start of the session we will conduct a brief risk assessment (tick sheet) of the classroom and outside areas
- Review all equipment used to ensure that it is safe for all children and young people to use

### **We will have the following covered in our Risk Assessments which have been put 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.

### **Safeguarding**

Our *Safeguarding Policies* and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedures ensure that 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.

**LAST REVIEWED DATE: 20TH August 2021**

**NEXT REVIEW DATE: 20TH August 2022**