



ClubsComplete

Opening a world of **opportunities** to
children and young people

RISK ASSESSMENT POLICY

This document outlines how we, at ClubsComplete™ will manage risk both indoor and outdoor when children are in our care. This document will be shared with all ClubsComplete™ staff during our annual staff training. When a site opens, a full risk assessment will be carried out so that staff know how to manage all of the risks in the space that are to be used and all Setting Managers regularly update risk assessments for any changes in the settings, including new equipment etc.

Setting Managers are responsible for submitting an online risk assessment daily via our CRM system when they arrive at the club. This includes:

DAILY CONDITIONS

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 in a safe manner

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 termly

WHAT WE WILL DO TO MANAGE RISK

- Setting Managers will be responsible for assessing risk and will collaborate with their team (if applicable) 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 when necessary
- All staff will ensure that extreme weather clothing, footwear, hats and sunscreen is used 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/halls 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
- A risk assessment will be completed for children who attend club with existing injuries

We will have the following covered in our Risk Assessments which have been put in place;

1. Daily overview
2. Water activities areas if applicable
3. Free play: construction, craft, play dough, toys
4. Using the playground areas
5. Extreme Weather Conditions
6. Cooking area (kitchen)
7. Storing of belongings
8. Use of equipment

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 risk management towards safeguarding children and staff. Our safer recruitment policy ensures 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*. Activities that we offer in our session to children are always low risk.

MONITORING AND REVIEW

It is the responsibility of the ClubsComplete™ staff to follow this policy. This policy will be reviewed annually.

Last reviewed: January 2025

Next reviewed : January 2026