



JPAC LTD Out of School Club

Risk Assessment Policy 2019

Risk assessments are necessary in order to identify any hazards that need to be addressed. This needs to be carried out regularly throughout the day as well as before and after each activity. By doing this it will minimise any potential accidents or incidences. By identifying and understanding what probable risks may occur within each setting will protect the children and staff from any unnecessary harm. Making sure that each activity is well planned and organised will also eliminate the likelihood of risks that could afflict the children or staff.

A lot of what children do has a risk attached to it but by controlling it to make it a safer environment the children will have the chance to expand on their existing knowledge and to increase their development. It is imperative that children can be given the freedom to explore ideas and concepts without feeling stifled and under stimulated. As adults you are there to make sure that they can achieve this through the necessary support and intervention where deemed appropriate. Dependent on age and ability you would be able to assess and plan for their individual needs and requirements in order to attain the suitable level of learning. As the children grow and mature, so must the risks increase. Children who are more timid and shy may be hesitant towards trying to undertake any risks however slight through fear. These children will need to be supported and reassured so that their confidence increases in order for them to develop the skills needed.

JPAC LTD Out of School Club uses its risk assessment systems to ensure that the Club is a safe and secure place for children and staff. All staff are expected to undertake risk assessments as part of their routine tasks. It is also important that staff appreciate that as well as obvious explicit risks there can also be implicit risks which can provide a threat to the children gaining a balanced view of society in Britain today. This could come from other older siblings, the internet or from watching the actions of others (this is not a comprehensive list). We do not necessarily have any control over this risk but we can take action to minimise the risk when we become aware through children's actions and words that they have been exposed to such a risk. – see safeguarding children policy and appendix relating to prevent duty.

In line with current health and safety legislation and the *EYFS Safeguarding and Welfare Requirements 2014*, the Club will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the manager to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments will be carried out:

- whenever there is any change to equipment or resources
- when there is any change to the Club's premises
- when the particular needs of a child necessitates this
- when we take the children on an outing or visit.

Not all risk assessments need to be written down. Staff will decide, in consultation with the manager, which risk assessments need to be formally recorded. However risk assessments related to employment and the working environment will always be recorded in writing so that staff can refer to them.

If changes are required to the Club's policies or procedures as a result of the risk assessment, the manager will INFORM Ryan Robertson (MD and Registered Person JPAC Ltd) who will ensure that the relevant documents are updated and inform all staff.

Daily checks

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive. During the course of the session, staff will remain alert to any potential risks to health and safety.

If a member of staff discovers a hazard during the course of a session, they will make the area safe (eg by cordoning it off) and then notify the manager. The manager will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring.

When taking children outside during club time

1. There must be a minimum of two staff at all times
2. Register must be taken out and children must be counted out and back in
3. Manager must take club phone and first aid box outside
4. Staff should check that the area where the children are playing is secure

Recording dangerous events

The manager will record all accidents and dangerous events on the **Incident or Accident Record** sheets as soon as possible after the incident. If the incident affected a child the record will be kept on the child's file. The Club will monitor **Incident and Accident Records** to see whether any pattern to the occurrences can be identified.

Related policies

See our related policies: **Fire Safety and Risk Assessment, Health and Safety, and Manual Handling.**

This policy was adopted by: JPAC LTD OUT OF SCHOOL CLUBS	Date: April 2019
Policy to be reviewed Annually date of last review January 2018 April 2019	Signed: Setting Manager