

Wickwar Out of School Club

Risk Assessment Policy

Wickwar 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.

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 be 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 in consultation with the management committee, update the relevant documents and inform all staff and parents as necessary.

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 (e.g. 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.

Recording dangerous events

The manager will record all accidents and dangerous events in the **Accident and Incident Book** as soon as possible after the incident. If the incident affected a child the parents / carers will be informed.


The Club will monitor the **Accident and Incident Records** to see whether any pattern to the occurrences can be identified.

Related policies

Fire Safety and Risk Assessment,

Health and Safety

Manual Handling.

This policy was adopted by: Wickwar Out of School Club	Date: 4/3/2015
To be reviewed: 4/3/2016	Signed:  Chair of committee

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding & Welfare Requirements: Safety & suitability of premises, environment & equipment [3.64]*

Inside Daily Risk Assessment
Kitchen, toilets, quiet room and community room

WEEK BEGINNING:

	Play Equipment	Sockets	Boundaries /doors	Temperature			Floors					Kitchen		Action taken		
				Jubilee	Hall	Quiet	Toilets	Jubilee	Corridor	Hall	Quiet	Fridge Temp.	Work surfaces			
Mon AM																
PM																
Tues AM																
PM																
Weds AM																
PM																
Thurs AM																
PM																
Fri AM																
PM																

Any other risks identified:

Action taken:



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Inside daily Risk Assessment All rooms including toilets and kitchen

WEEK BEGINNING:

	ROOMS	Equipment	Sockets	Floors	Boundaries	Temperature (rooms)			Kitchen	Toilets	ACTIONS TAKEN
						Community	Hall	Quiet			
Mon	AM	Quiet Community									
	PM	Quiet Community									
Tues	AM	Quiet Community									
	PM	Quiet Community									
Weds	AM	Community Quiet									
	PM	Community Quiet									
Thurs	AM	Community Quiet									
	PM	Community Quiet									
Fri	AM	Community Quiet									
	PM	Community Quiet									

Any other risks identified:
Action taken:

Outside Daily Risk Assessment

WEEK BEGINNING:

	Play Equipment		Poisonous Plants & berries		Water hazards		Boundaries /gates		Dangerous objects		Animal droppings		Slippery		ACTIONS
	S	L	S	L	S	L	S	L	S	L	S	L	S	L	
Mon AM															
PM															
Tues AM															
PM															
Wed AM															
PM															
Thurs AM															
PM															
Fri AM															
PM															

**Any other risks identified:
Action taken**



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Outside Daily Risk Assessment Large playing field and small play area

WEEK BEGINNING:

		Play Equipment	Slippery	Poisonous Plants/Berries	Water hazards	Dangerous Objects	Boundaries/gates	Animal droppings	ACTIONS TAKEN
Mon	AM								
	PM								
Tues	AM								
	PM								
Weds	AM								
	PM								
Thurs	AM								
	PM								
Fri	AM								
	PM								

Any other risks identified:
Action taken:

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Olive Pollard Community Rooms
Alexander Hosea Primary School
Honeybourne Way
Wickwar
GL12 8PF
07815 561783 woosc@hotmail.co.uk

Dear Parent,

We are planning an outing to [location] on [date] at [time]. We will be returning to the Club at [time].
The cost of the visit will be [price].

If you would like your child to participate in this visit please complete the attached permission form and return it with payment to the Club by [date].

If you have any questions or concerns about this visit, please contact the club manager/supervisor.

Yours sincerely

..... ✂
.....

Wickwar Out of School Club visit to [location] on [date] at [time]

Child's name:

Date of birth:

Emergency contact number:

I hereby consent to my child participating in the above event.

Signed:
(parent/carer)

Date:

Print name:

Your child will not be able to attend this event if you do not complete and return this form prior to the planned event.

Wickwar Out of School Club
Outing Risk Assessment: Part 1
General outing information

Date of outing:	
Time:	
Destination address and contact number:	
Transport to be used:	
Number of children participating: Age 4-8? Age 9-11?	
Adult : Child ratio? <i>(Take into account any additional needs when considering ratios)</i>	
Nature of outing:	
Staff members attending:	Contact details:
Volunteers attending:	Contact details:

Wickwar Out of School Club Journey Route Risk Assessment

Person conducting risk assessment: Date

Job title:

Identify journey hazards	Who will be at risk?	What level is risk?	How can the risk be managed or eliminated?	Actions?

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Outing Risk Assessment: Part 2

Outing from	Outing to	
Date of outing	No. of children	No. of adults
Risk assessment conducted by		
Date of risk assessment		

Area/Activity	What is the hazard?	What risk does this hazard pose and to whom?	Risk level (H/M/L)	What precautions are in place to reduce the risk?	Risk level achieved (H/M/L)	Any further action required

*High / Medium / Low
Continue on separate sheet if necessary

Wickwar Out of School Club
Outings Risk Assessment: Part 3
Checklist of actions to be taken to minimise risk

Leader will have responsibility for	Action completed
Checking public liability insurance details are correct.	
Ensuring everyone is aware who the named Supervisor/Leader is.	
Ensuring all adults are aware who the Named First Aider is.	
Taking accident/incident record book to record events promptly, to be filed upon return.	
Ensuring all adults are aware of the procedures that need to be followed in the event of an emergency. (Circulate Missing Child policy any other relevant policy & procedures prior to the outing)	
Ensuring all adults are aware of meeting times and areas.	
Taking register and contact details in a format that ensures their confidentiality.	
Collecting required permissions, taking them on outing and storing them confidentially.	
Taking stocked first aid kit.	
Naming and appropriate storage of any necessary medications.	
Ensuring all adults are aware of any special precautions as identified by the Outing Risk Assessment.	
Taking mobile phone and ensuring that it is charged, with credit available and with emergency contact numbers stored.	
Issuing children with emergency contact details. [eg stickers, bracelets etc]	
Ensuring the appropriate staff:child ratios are met.	
Coordinating any additional volunteer helpers.	
Ensuring that only adults who have DBS checks will have unsupervised contact with the children.	