



# **KIDZ CLUB 6**

## **Risk Assessment**

At Kidz Club 6 we understand the importance of ensuring that systems are in place for checking that our Club is a safe and secure place for our children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the Club is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The Club supervisor is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is a change to equipment or resources, any change to the Club's premises, or when particular needs of a child or other visitor necessitates this.

The Club supervisor is responsible for conducting any necessary reviews or making changes to the Club's policies or procedures in light of any potential risks that they or other members of staff discover.

A visual inspection of both equipment and the entire premises will be carried out daily and a Risk Assessment tick sheet will be filled in and signed. This will normally be carried out by a designated member of staff on arrival at the Club and will be completed before any children arrive.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The Club's environment, both indoors and outdoors
- All surfaces, both indoors and outdoors
- All equipment used by children and staff

On discovering a hazard, staff will take all necessary steps to make themselves and any other people potentially affected safe. They will then notify the Club supervisor and ensure that a record is made on an Accident & Incident Report Form.

The Club supervisor is then responsible for ensuring that any necessary action is taken.

## **Recording Accidents, Incidents and Dangerous Occurrences**

All major accidents, incidents and dangerous occurrences will be recorded on an Accident & Incident Report Form on the same day as the event took place.

Records must contain:

- Details of people involved
- The type, nature and location of any injury sustained
- The action taken and by whom
- The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved.

Minor injuries will be recorded in duplicate in the First-Aid Book and signed by that member of staff and by the parent/carer on collection of their child. One copy will be given to the parent/carer and the other will be retained by the Club.

Staff should inform the parents/carers of the child or children concerned at the end of the session in which the accident, incident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.