

# CLIFTON MOOR OUT OF SCHOOL CLUB



## Risk Assessment policy

3.64

### Aim

We aim to provide an environment in which the children feel safe to play and experience a wide range of play activities. We appreciate that children like to partake in risky and adventurous play. At our club we will endeavour to make this possible by providing appropriate equipment, space, encouragement, supervision, and support to allow all children to play safely.

### Methods

- The club's manager is the nominated health and safety officer. She is responsible to ensure written risk assessments are completed on all areas of play, where children have access, including the outside play area. Additional Risk assessments are done covering areas where staff have access to (kitchen, storeroom)
- Written or verbal risk assessments are completed for activities that have a higher level of "Risk" or are identified as an activity that results in regular accidents. We ensure the children are involved in assessing the hazards and discuss with them what measures can be put in place to reduce the risk.
- Children will be made aware of the risks involved in certain activities and measures will be put in place to reduce the risk. The children, who do not observe the measures in place, will be asked to sit out of the activity until they can follow the measures in place.
- Accidents and incidents are reviewed regularly, if an activity has an unacceptable level of minor accidents associated with it, a risk assessment will be drawn up to reduce the risk, the activity will only continue once measures are in place to reduce the risk.
- A daily check list is completed before each session, during the session every member of staff is responsible to ensure good house keeping is maintained, fire exits are always clear and any potential hazards are reported to the manager.
- All written risk assessments will be reviewed 6 monthly or sooner, if necessary, normally during staff meetings where any amendments can be made and discussed.
- Activities with a higher level of risk will only be allowed to go ahead if the enjoyment and benefits to the children are identified and justifies the risks involved. Amendments are in RED at the last review date.
- The club will also keep a record of "near misses" with the appropriate actions taken recorded where necessary

NO RED means no amendments at review date.

Signed on behalf of CMOOSC by.....Print name.....

date.....Position held.....next review jan 26.....

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