

Health and Safety

3.1 Risk Assessment

Policy statement for St Joseph's Out of School Club

St Joseph's Out of School Club believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment. We follow procedures as advised in the Health and Safety Executive (HSE) document 'Five Steps To Risk Assessment' in order to help us to identify potential hazards/risks and to take appropriate actions. We ask ourselves:

- Identification of risk: where is it and what is it?
- Who is at risk: childcare staff, children, parents, volunteers, students etc.
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: what will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: how do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Our findings are kept in our Health and Safety File at the setting. This includes trip and event risk assessments; such as using the school hall or church.

Procedures

Our risk assessment process covers adults and children and includes:

- Determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice and to demonstrate how we are managing risks if asked by parents and/or carers or inspectors.
- checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
- assessing the level of risk and who might be affected;
- deciding which areas need attention; and
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues (see below), which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out. We also carry out a risk assessment before all trips¹.
 - a hierarchy of control should be employed that promotes elimination of the risk as the most desirable action, thence risk reduction if it cannot be eliminated, and where the risk neither be eliminated or reduced, local protection is provided.
 - Staff shall adopt the STAR principle (Stop, Think, Act, Review) when they see something they think is a potential risk to health and safety.
- We maintain a list of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk

¹ Policy 1.8: Supervision of children on outings and visits

assessment is carried out. We also carry out a risk assessment before all trips (see policy 12. Trips).

Legal framework

- Management of Health and Safety at Work Regulations (1999, amended 2006)

Further guidance

- Five steps to risk assessment (HSE INDG164 (rev4), pub 08/2014)

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023