**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWWOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS FORD, HAMPSHIRE, SO53 4HW**

 **RISK ASSESSMENT**

**We understand the importance of ensuring that safe systems are in place for checking the Knightwood Kids club and Holiday club are a safe place for 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 & Safety at Work Regulations 1999, both clubs are 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.**

**Risk assessments will be conducted at the Afterschool club for higher risks when needed. The Manager/Health & safety Officers are responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to club premises, or when particular needs of a child, or other visitors necessitates this.**

**The Manager/Health & safety Officers are further responsible for conducting any necessary reviews or making changes to the club’s policies or procedures in the light of any potential risks that they or other members of staff discover.**

**A visual inspection the afterschool Club is carried out on the equipment, and the entire premises and outside areas, both indoor and outdoor – will be carried out daily, before club starts and after club finishes. This will ordinarily be carried out by the designated Health & safety Officer working at the club.**

**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 or staff.**

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**On discovering a hazard, staff will take all necessary steps to making themselves and any other people potentially affected safe. They will then notify the Manager and ensure that a record is made in the Incident Record Book.**

**The Manager is then responsible for ensuring that any necessary action is taken.**

**RECORDING ACCIDENTS, INCIDENTS AND DANGEROUS OCCURRENCES**

**All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record Book, Accident Record Book or the Risk Assessment Form on the same day the event took place.**

**Records must contain:-**

* **The time, date and nature of the incident, accident, dangerous occurrence.**
* **Details of the 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 a countersignature by the parents/carers of the child or children involved.**

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

**LEGAL FRAMEWORK**

* **Management of Health & safety at work Regulation 1999**

**FURTHER GUIDENCE**

* [**www.4children.org.uk**](http://www.4children.org.uk)
* **Five steps to Risk assessment (HSE2006)**
* [**www.hse.gov.uk/pubns/ing163.pdf**](http://www.hse.gov.uk/pubns/ing163.pdf)

**POLICY START DATE …………………………………………… 1st September 2000**

**POLICY REVIEWED DATE ……………………………………. 16th August 2015**

**POLICY REVIEWED DATE …………………………………….. 14th March 2019**

**POLICY REVIEWED DATE January 2024**