

## **RISK ASSESSMENT**

We understand the importance of ensuring that systems are in place for checking that Roundabout is a safe and secure place for children, staff and other visitors attending. 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 Management is responsible for making sure that Risk Assessments are completed, logged and effectively monitored and acted upon where appropriate.

Reviews are conducted when there is any change to equipment or resources, any change to the Club's premises, or when particular needs of a child or other visitor necessitate this.

The Manager/Deputy is 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 of both the equipment and the entire premises — both indoor and outdoor — will be carried out daily. This will, ordinarily, be carried on a rota system and the designated member of staff will have specific duties. This will be completed 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 or staff

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

The Manager/Deputy is then responsible for ensuring that any necessary action is taken and that the Management Committee is informed.

## **RECORDING ACCIDENTS, INCIDENTS AND DANGEROUS OCCURRENCES:**

All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record Book or the Accident Record Book, within twenty-four hours or preferably on the same day as the event took place.

Records must contain:

- The time and date when the record was written
- The time, date and nature of the incident, accident or 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, if deemed necessary, a countersignature by the parents/carers of the child or children involved.

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