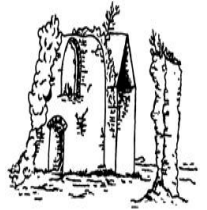




The Priory Catholic Voluntary Academy



Risk Assessment

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

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 schools' Health and Safety policy. 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 necessitates this.

The Club Supervisor is responsible for conducting any necessary reviews of 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 – indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member 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, all surfaces and floors inside and out and all equipment used by children and staff.

On discovering a hazard, staff will take all the steps necessary to making themselves and any other people potentially affected safe.

The Club Supervisor 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 on the Accident Record on the same day as the event took place. Records will be tracked in order to see regular occurrences.

Records must contain:

- 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.

Risk assessments are carried out in accordance with the School Policy

