

Fun 4U Club

20 Managing Risk Associated with Care of Individual Service Users Policy & Procedures

Principle

In order to deliver a high standard of health and safety within Fun 4U Club we feel that a risk assessment on all areas throughout the premises is required. This will help to minimise on accidents which may occur and is in keeping with health and safety legislation outlined in the Health and Safety at Work Order 1998.

Statement of intent

By carrying out a risk assessment it will help those involved to identify the hazards, evaluate them and then prioritize any measures to be taken. An example of this could be a spillage of water in the main hallway which is a hazard; the evaluation of this would be children, staff, parents and any other person slipping therefore causing harm. This would be off priority and dealt with immediately by displaying a wet floor sign until the spillage was cleaned up and the surface had dried.

Procedure

To help carry out the risk assessment we believe that it is important to have a united approach throughout the setting. This will therefore promote the importance of health and safety issues within the facility and help those working on the premises gain a greater understanding of the importance in carrying out a risk assessment.

- A holistic risk benefit/assessment will be carried out on each facility on areas which may impact staff and children. Please see attached copy of risk assessment.
- Each facility staff is responsible for identifying any hazards within the play room. To help identify hazards each facility will be given a list of examples, this list is not exhaustive and therefore staff should feel confident to add to this.(please refer to Policy 3.1).
- The facility leader will be responsible for carrying out risk assessments on all other areas mentioned (his/her job is specific to health and safety), this will also be recorded on the same format.
- The management team will review all this information and prioritise the risk by calculating the severity multiplied by likelihood, also recorded on the 'identification and Risk assessment' form.
- This will enable those involved to prioritize the measures which need to be put into place.
- Once reasonable measures have been put in place to minimise the risks which have been identified all of this information will be kept on file and review on an annual basis.
- If at any time a staff member notices a hazard within their working environment the same procedure is put in place.
- A risk assessment is an ongoing process which takes time and commitment to maintain.