

Fun 4U Club

3 Accident Policy & Procedures

Principle

In order to deliver a high standard of safety within the after schools 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. Policy.

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 of 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 of carrying out a risk assessment.

- A risk assessment will be carried out on each individual area, playroom, playground, car park, toilets, kitchen and also vehicles if applicable.
- Each club leader is responsible for identifying any hazards within the play room they work. To help identify hazards each room will be given a list of example this stated list is not exhaustive and therefore staff should feel confident to notify their Manager of any other hazards that they think needs add to this. This will be recorded on the 'Identification and Risk Evaluation' form which is attached.
- The assented manager will be responsible for completing 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 likelihood, also recorded on the 'Identification and Risk Evaluation' form.
- This will enable those involved to prioritise the measures which need to be put into place.
- At this stage the club will put into place an Action plan of how to deal with risks which have arisen. This will be drawn up in a 'Risk Assessment Action Plan' and will be prioritised and dealt with appropriately.
- 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 reviewed 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.
- Any high risk areas or activities will be discussed in detail with management .