



# RISK ASSESSMENT POLICY

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# Risk Assessment Policy

LEAPS Suffolk uses its risk assessment systems to ensure that the Club is a safe and secure place for attendees, volunteers, parents and staff.

All staff are expected to undertake risk assessments as part of their routine tasks. In line with the Health and Safety at Work Act 1974. Staff will carry out regular visual risk assessments and take appropriate action to deal with any hazards or risks identified.

It is the responsibility of the manager and Session Lead to ensure that risk assessments are conducted, monitored, and acted upon. Risk assessments will be carried out:

- Whenever there is any change to equipment or resources
- Before the start of the morning session
- When there is any change to the Club's premises
- When the needs of an attendee necessitate this.
- During a session and before the afternoon session begins

Note that not all risk assessments need to be written down. Staff will decide, in consultation with the manager, which risk assessments need to be formally recorded. If changes are required to the Club's policies or procedures as a result of the risk assessment, the manager will ensure that the relevant documents are updated and that all staff are informed.

## Daily checks

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any attendees arrive. This will be recorded accurately on the relevant paperwork. During the session, staff will remain alert to any potential risks to health and safety. If a member of staff discovers a hazard during a session, they will make the area safe (e.g. by removing the hazard if appropriate or by cordoning it off) and then notify the manager or the deputy. The manager will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring.

## Recording dangerous events

The witnessing member of staff will record any accidents and dangerous events on the Incident or Accident Record sheets as soon as possible after the incident. If the incident affected an attendee, the parent/carer will be notified on collection and asked to sign the record. The Club will monitor Incident and Accident Records to see whether any pattern to the occurrences can be identified. All incidents and accident paperwork are stored securely for future reference.

## Attendee risk assessments

Before an attendee can start or attend any of our events, an individual risk assessment is carried out and is recorded. This risk assessment will take into account; the information received from parents on the registration form and following any conversations prior to the person starting. The risk assessment is shared with parents who will be asked to sign the document. It is the responsibility of the manager to ensure all staff are aware of the contents of the risk assessment. It is the responsibility

of all staff to ensure they familiarise themselves with the risk assessment and notify the manager if they have any concerns. Risk assessments are reviewed and updated regularly taking into account the needs of the attendee and to ensure the health and safety for everyone.

## **Event/outing risk assessment**

Before any event/outing or residential takes place, a full and thorough risk assessment is carried out. It may be deemed necessary to carry out a recce and visit the location prior to attending. Most information can be found online or by contacting the organisation and asking for their support. Any risk assessment for an outing will take into account the needs of the people who will be attending, including staff and volunteers. The risk assessment will be shared with all staff prior to attending the outing.

Before an Out, Not In! activity takes place, the lead for the activity will meet with the team attending before the parents/carers and attendees arrive, to discuss and go over any needs, risks, medical etc that needs to be shared. This is to ensure that the team are aware of all matters and information is up to date.

Risk assessments are available on request.

All risk assessments are a working document and can be amended to suit the needs of the individual the environment, or other people etc at the time.