



## **Policy ... Risk Assessment**

We understand the importance of ensuring that systems are in place for checking that Newby Fun Factory 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 incident taking place. They are the responsibility of all staff as part of their daily duties.

As legally required, we 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 Team Leader and MD are responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the Fun Factory's premises, or when particular needs of a child or other visitor necessitates this.

The Team Leader and MD are further responsible for conducting any necessary reviews or making changes to the Fun Factory'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 out by a designated member of staff on arrival at the Fun Factory 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 Fun Factory'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 Team Leader and ensure that a record is made in the Incident Record Book.

The Team Leader and MD are 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 in either the Accident Record Book on the same day as the event took place.

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, 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.

### **Health & Safety Equipment**

Equipment is checked on a regular basis.

Faulty equipment is either repaired or replaced. All maintenance work is carried out by approved contractors.

Should a member of staff perceive there is a risk of harm with a piece of equipment, it is taken out of use.

Any potentially dangerous equipment, eg, cutting implements / needles, are only used by children under strict staff supervision. Such equipment is stored beyond children's access.

### **Fire Procedures**

Staff are familiar with fire policies & procedures

Staff & children are familiar with the routine, the assembly point and the exits.

Fire drills are carried out regularly and a record kept.

Flammable liquids are stored in appropriate, designated areas.

Personal flammable items belonging to staff are not allowed on the premises.

### **First Aid**

There is always a qualified First Aider on duty.

All accidents are recorded in the accident book, whilst bumps on the head are reported to the child's parents by letter.

The Fun Factory will always adopt a cautious approach to injuries and will seek professional help if in doubt. Should hospital treatment be necessary, a member of staff will stay with the child until a parent arrives.

Should a child report in at the Fun Factory 'carrying' an injury, this will be recorded.

### **Storage**

Food items brought in by children are stored in a cool environment.

Cleaning equipment & chemicals are stored in a room away from the children.

Confidential records are locked away and can only be accessed by staff and directors as appropriate.

All Fun Factory equipment must be stored in a location that is accessible and not likely to cause risk.

Medicines brought in by staff are stored in the locked cabinet.

### **Supervision of Children -- Outside**

A minimum of two members of staff will be on duty, one of whom is a First Aider.

Play areas are checked for and, if necessary, cleared of objects such as broken glass.

The children's play area is restricted to within staff's view.

### **Supervision of Children -- Outings / Visits**

Staff involved have a good knowledge of the children, eg, medically and behaviourally.

Consent forms, with contact numbers have been returned.

The activity has been planned in advance and approved by the MD.

Each member of staff has their group for whom they are responsible. Their work with their group will be monitored by the senior member of staff, who may not have responsibility for such a group.

In an emergency situation, the senior member of staff will take responsibility.