

Risk Management and Assessment – POL024

Action for Children's Children and Happy Bananas Holiday Club recognise the importance and necessity to provide a safe working environment for staff and all children and family service users. To provide this safe environment we employ robust risk management and assessment processes.

Risk Management

Risk can be defined as:

"The threat that an event or action will adversely affect an organization's ability to achieve its objectives, perform its duties or meet the expectations of its stakeholders".

Risk management is a process to assist in understanding risks and thereby to contribute to improved decision-making. The purpose therefore is not to design out risk, but to manage it effectively.

A risk management process involves:

- methodically identifying the risks surrounding your activities
- assessing the likelihood of an event occurring
- understanding how to respond to these events
- putting systems in place to deal with the consequences
- monitoring the effectiveness of your risk management approaches and controls

Risk control and mitigation measures will be effective, appropriate, proportionate, affordable and flexible. Risk controls will not be implemented where the cost and effort is disproportionate to the expected benefits unless there is a legal requirement or it would be morally irresponsible not to do so. Happy Bananas will commit the necessary resources to implement risk management consistent with the above principles.

Risk Assessment

We understand the importance of ensuring that systems are in place for checking that our Children and family services and the activities we run are safe 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.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the Children and family service is required to 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 Children and Family Service management team is responsible for making sure that risk assessments are completed using the Risk Assessment form (see attached), logged, effectively monitored and retained on file. Reviews are conducted on the Children and family service premises, link sites where services may be delivered from time to time, equipment or resources, for outreach visits and when particular needs of a child or other visitors necessitates this.

Risk assessments will be conducted when the need arises, but as a minimum at least once a year and more regularly in the case of outreach visits.

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 Children and family service or link site and will be completed before any children arrive. Responsibility for this will be the Caretaker, management and Instructors.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The Children and family service environment, both indoors and outdoors
- All surfaces, both indoors and outdoors
- All equipment used by children or staff
- Personnel including staff, visitors, parents / carers and children

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 Children and Family Service management team and ensure that a record is made in the Incident Record Book.

The Children and Family Service management 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 in the Incident and Accident Record Form (see attached) 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.

Legislation that informs this policy:

All legislation referred to in other policies inform this policy

Linked policies:

All other policies inform this policy