

Inverbrothock Out of School Care Club

Charity Number: SC030097

Risk Assessment Policy

At Inverbrothock out of school care club we operate a risk assessment policy.

Risk assessments are carried out to identify hazards and minimise them to ensure a safe work and play environment.

Risk assessments should identify aspects of the environment that need to be checked on a regular basis. All staff are responsible for risk assessing the environment and they should be aware of hazards and how to minimise them.

- We will conduct a daily check of the indoor and outdoor environment.
- Record any issues identified during daily risk assessments.
- We involve children in identifying risks and help them to understand how to keep themselves safe.
- The manager is responsible for sharing risk assessments with the staff team.
- Staff are responsible for following the written risk assessments and to make the manager aware if any risks are identified that have not yet been risk assessed.

Risk assessing outings

- Written permission is obtained from parents/carers.
- When taking the children on outings we must ensure that:
- Staff to child ratio is always maintained. Our ratios are 1:4 when taking the children on outings.
- Each of the staff members must have an in date first aid kit with all appropriate materials.
- Emergency contacts must be taken on the outing for all children attending the outing.
- Written risk assessments are written for regular outings such as a walk to the shops/park.
- We have a missing child procedure in place that must be followed in the event of a missing child on an outing.

Risk assessments are not a one-off activity but part of the process for continuous improvement and should be reviewed:

- If there has been a significant change in the matters to which it relates
- If there is reason to suspect that it is no longer valid
- At least annually.

The above policy is approved and hereby adopted by IOOSCC Committee.

Updated July 2025.