

# 123 CLUB

## MANAGEMENT OF RISKS ASSOCIATED WITH THE INDIVIDUAL CARE OF SERVICE USERS POLICY

We understand the importance of ensuring that systems are in place for checking that our Club is a safe and secure place for children, staff and other visitors.

Our risk management procedures are part of a continuous process to prevent any dangerous accidents or incidents taking place.

They are the responsibility of all staff as part of their daily duties.

The 123 Club 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.

Reviews are conducted when there is a change to equipment or resources, any change to the Club's premises, or when the particular needs of a child or other visitor necessitates this.

The Manager is further responsible for conducting any necessary reviews or making changes to the Club'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 - indoor and outdoor - will be carried out daily. This will, ordinarily, be carried out by a designated member of staff on arrival at the Club and will be completed before any children arrive.

All rooms and outside areas will be risk assessed daily.

Room temperature will be checked and displayed in each room.  
Temperature of 18-21 degrees should be maintained in each room.

Toilets will be checked daily, before children arrive, for toilet paper, soap, hand towels, working hand dryer and cleanliness.

During the session staff will be vigilant and continuously aware of potential risks to health and safety arising from the Club's environment, all surfaces and floors inside and out and all equipment used by children and staff.

On discovering a hazard staff will take all steps necessary to make it safe and report to the Manager.

The Manager is then responsible for ensuring that any necessary action is taken.

123 Club has identified a number of areas where risks exist, it is 123 Club staff duty to ensure that any accidents in these areas are avoided.

The following are areas 123 Club continually assess:

- Delivery of children from classroom to 123 Club
- Escorting children to Parish Hall
- Arrival of children at Parish Hall
- Arrival of children at school dining hall
- Collection of children from 123 Club
- Safety of outdoor play area including exit points and gates (a member of staff must always be present at the far end of the Key Stage 1 playground when children are engaged in outdoor play)
- External door alarms are engaged when doors are closed
- Front doors of Parish Hall are closed securely
- Safety of outdoor equipment
- Safety of indoor play area including door access
- Safety of indoor equipment
- Fire hazards

## RECORDING ACCIDENTS, INCIDENTS and DANGEROUS OCCURRENCES

All accidents, incidents and dangerous occurrences will be recorded in the 123 Club Accident Book & Incident Book accordingly

Records must contain :

- . Time, date and nature of the accident, incident
- . Details of people involved
- A separate form for each child involved
- . Type, nature and location of any injury sustained
- . Action taken and by whom
- . Signature of staff members who dealt with and/or witnessed the event
- . Counter signature of parent/carer of children involved

Signed M.Scott Oct 2024