

Chew Stoke Out of School Club

Risk Assessment and Safe Working Procedures

See attached risk assessment forms (daily and termly)

Outdoor Play Area

Hazards: slips, trips, falls, access and escape

Controls:

Daily check by staff to ensure:

- Gate is closed.
- Bottom gate is locked.
- Equipment is structurally sound with no missing or damaged parts.

A member of staff must be present if children are outside – this may be the Out of School Club Staff or the adult running an activity which a child is attending.

Any potential hazards must be reported to the appropriate person (member of staff/Headteacher/school club trustee)

Indoor Play Area

Hazards: slips, trips, falls, access and escape

Controls:

Daily check by staff to ensure:

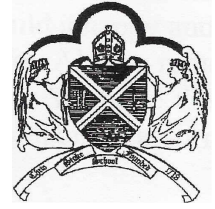
- Area is free from debris.
- Equipment is structurally sound with no missing or damaged parts and equipment not in use to be safely stored. The children must know which pieces of equipment are not to be used (ie wall bars/horses and piano).
- Fire exit is unlocked and free from obstruction (see fire procedure) and other doors are unlocked but closed when not in use.

Electrical Equipment

Hazards: misuse of equipment, damaged or faulty cables, flexes, plugs and sockets and trailing cables.

Controls:

- Sockets to be switched off unless in use and to be operated by a member of staff.
- Cables to be kept out of reach.
- Electrical equipment (ie sound system) to be operated by an adult.
- Regular checks of electrical equipment to be made – annually by school



Chew Stoke Out of School Club

Access/Escape

Hazards: Children leaving and people gaining entry to the club without knowledge of staff.

Controls:

- The main gate and two side gates into school grounds to be kept unlocked but closed at all times.
- The bottom gate should be locked.
- Child collection from the club to be from the side door of the hall (the fire exit) and the collection procedure to be followed.
- Children attending activities elsewhere in the school to be collected and 'delivered' by the appropriate person.
- Visitors to the school shall only be allowed access to Club with permission and accompanied by a member of staff.

Kitchen Area

Hazards: slips, trips, falls, burns

Controls:

- Only to be accessed by Out of School staff.

Toilets

Hazards: slips, trips, falls, children becoming stuck or misusing facilities

Controls:

Daily check by staff to ensure:

- Toilets accessible with doors functioning (doors can be opened from outside if necessary).
- Soap and towels are available.
- Taps turned off and the floor is dry.

Children must know to check with a member of staff before leaving the main play area to go to the toilet and the behaviour that is expected of them (ie turning off the taps after washing hands and using facilities in appropriate way)