

# Burgh After School Club

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## Risk Assessment Policy

It is the Managers Responsibility to carry out risk assessments on all club activities.

1. Risk assessment must be carried out on all new and existing club activities and also on each new/planned activity.
2. A risk assessment:
  - a) Identifies the health and safety risk associated with an activity.
  - b) Indicates the magnitude of the risk by assessing the likelihood of the risk against the level of injury, which could be sustained.
  - c) Identifies who is at risk.
  - d) Indicates what action should be taken to take control and either minimise or eliminate the risk.
3. Using a risk assessment form, the manager should risk the activity to be assessed and then identify any risks associated with it.
4. Using the risk matrix to calculate the level of risk posed, the manager should then note this on the risk assessment form.
5. Identify who is at risk – there might be more than one person/group.
6. The BASC staff will allow the children a certain amount of reasonable risk, staff will intervene if a child is a danger to themselves or others.
7. When all the information is gathered the manager should then identify and document the controls needed to either eliminate or reduce the risk and ensure that these controls are put in place.
8. Completed risk assessment form should be filed in a risk assessment file and held by the manager.