



The Cabin Crew Out of School Club Risk Assessment Policy

Our setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

In line with current health and safety legislation and the Statutory Framework for the Early Years Foundation Stage, the Club will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the Manager to ensure that risk assessments are conducted, monitored and acted upon.

Procedure for Risk Assessment:

- Identification of a risk: Where and what it is.
- Who is at risk: staff, children, parents/carers, visitors?
- Assessment as to whether the level of a risk is high, medium, or low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What we need to do in order to reduce that risk.
- Monitoring and review:
 - Is the assessment working?
 - Is the assessment thorough enough?
 - If not working how will it be amended?
 - Is there a better solution?

Risk assessments will be carried out:

- Whenever there is any change to equipment or resources.
- When there is any change to the Club's premises.
- When the particular needs of a child necessitates this.
- When we take the children on an outing or visit.

Not all risk assessments need to be written down. Staff will decide, in consultation with the Manager, which risk assessments need to be formally recorded. However, risk assessments related to employment and the working environment will be always be recorded in writing so that staff can refer to them.

If changes are required to the Club's policies or procedures as a result of the risk assessment, the Manager will update the relevant documents and inform all staff.

Daily checks

We will carry out a visual inspection of the equipment and The Cabin Crews areas (Middle room, end room, outdoor play area) daily. The results of this will be recorded on the 'Daily Risk Assessment' (attached) form before any children arrive. A visual inspection of the whole premises (indoors and out) is completed weekly. Environment check forms will be reviewed regularly, to ensure that hazards are removed, and repairs are implemented in a timely manner. Staff will carry out an inspection of the outdoor wooden play area before use. If the area is to be used by staff at Sidegate Primary school, the inspection will be carried out by school staff using the risk assessment form provided by The Cabin Crew.

During the course of the session, staff will remain alert to any potential risks to health and safety. If a member of staff discovers a hazard during the course of a session, they will make the area safe (e.g. by cordoning it off) and then notify the Manager. The Manager will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring.

Recording dangerous events

The Manager will record all accidents and dangerous events on the **Incident** or **Accident Record** sheets as soon as possible after the incident. If the incident affected a child the record will be kept on the child's file. The Club will monitor **Incident** and **Accident Records** to see whether any pattern to the occurrences can be identified.

Related policies

See our related policies: **Fire Safety and Risk Assessment, Health and Safety, Manual Handling** and **Outings**.

This policy was adopted by The Cabin Crew Out of School Club.	Date: 17 th April 2023
To be reviewed: 17/04/2024	Signed: <i>Justine Reilly</i>
Name of signatory: Justine Reilly	Role of signatory: Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021)*:
Safeguarding & Welfare Requirements: Safety & suitability of premises, environment & equipment [3.55 & 3.56]



The Cabin Crew Opening Risk Assessment

ACCESS

Are paths free from obstruction?

Is door bell and door lock working?

Is there a clear escape route out of the building?

OUTDOOR AREAS

Is site clear of debris and hazardous rubbish?

Is site free from litter?

Is there any broken gates or fencing?

Mobile equipment (bikes etc) in good order?

Play house in good order?

INDOOR AREA

Are fire exits accessible?

Windows and door locks in good order?

TV/DVD and games machines working?

Are toys and equipment clean and well maintained?

Is floor covering intact?

Floor area free of trip hazards?

Is furniture in good order?

Check temperature of both rooms are reasonable.

Check paper towels filled by Little Acorns

Are telephones/walkie-talkies charged and ready to use?

KITCHEN

Is fridge working at recommended temperature?

Are floors and surfaces clean?

Are all utensils and equipment clean?

Are cooking facilities clean and in working order?
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Is fire equipment in good order?

Are sinks clean?

Are taps in good working order?

Are waste outlets clear?

<u>TOILETS</u>

Are toilets in good working order?

Are toilets and washbasins clean?

Is floor surface in good order?

Are hand towels available?

Are toilet rolls and soap in place?

Is the shower turned off?

Flush toilets, run taps

<u>STORE CUPBOARD</u>

Can the door be fully opened?

Are there any obstructions on the floor?
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Are all cleaning materials locked away or out of reach?

Is everything stacked safely?



The Cabin Crew Environment Risk Assessment

BUILDING

Are windows / doors in good order?

Are door alarms working?

Are door handles/locks working and in good order?

Are air vents uncovered?

Is the roof in good order?

Is the outside tap working?

ENVIRONMENT

Is site free from rubbish?

Are gates/fencing in good repair?

Is play equipment in good condition?

Is the pathway in good order?

Has grass been cut recently?

Any areas of concern?

Concern
addressed.
Date / notes