



Risk assessment Procedure

What is a risk assessment?

Risk assessment is a term used to describe the overall process or method where you:

- *Identify hazards & risk factors that have the potential to cause harm (hazard identification).
- *Analyse & evaluate the risk associated with that hazard (risk analysis, and risk evaluation).
- *Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated (risk control).
- *Record findings, implement procedures and ensuring all understand and follow (Providing training where appropriate)
- *Review assessments update and refresh everyone involved (After accidents, incidents or near miss)

A risk assessment is a thorough look at our setting to identify those things, situations, processes, etc. that may cause harm, particularly to people. After identification is made, we analyse and evaluate how likely and severe the risk is. When this determination is made, we can next, decide what measures should be in place to effectively eliminate or control the harm from happening.

Our Risk assessment system

Within Stowmarket ASD Saturday clubs we understand the importance of carrying out risk assessments on anything that affects the club or anyone linked to running or attending the sessions.

Areas risk assessments will be carried out

- General running of session individual for Saturday club, youth club and plus club.
- Running and loaning of sensory library items
- Running and attending parent café meetings
- Administration and data protection
- Linking with other charities business and sign posting
- Fundraising and networking
- Safe guarding, safe recruitment and training.
- Health and safety, first aid and first aid kits
- Cleaning materials, chemicals and storage.
- Fire safety, routes and materials.
- Food hygiene, cooking equipment and food storage.
- Physical intervention.
- Premises, Buildings, areas and storage
- Activities, Crafts including equipment, materials and resources.
- Physical activities and games.
- Weather and other factors out of our control.
- New resources, equipment and other materials.
- Trips and Residential.
- Visits, events and extra fun activities.
- Different situations that occur and are likely to re-happen.
- We may also carry out Risk assessments / behaviour plans on individual young people with support and help of their parents/ carers to protect them and the other members of the club.

Who may be affected by the risk assessment?

- Club
- Committee and trustees
- Staff and volunteers



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- Young people
- Family and carers
- Visitors and general public
- Outside supporters and fundraisers

New risk assessments are always being added and amended due to changes in circumstances, routine and new equipment being brought.

There is always a section on our Risk assessments for information to be added during a session, trip, activity or event as there are always new situations that occur and things that will appear that are new hazards.

Our team is trained to look for hazards in all areas of their work and to communicate with others around them. Removing new risk's presented or implementing new measures to protect all involved. Ensuring everyone is aware of this information. This new risk will then be assessed and updated onto a risk assessment and or morning check list for all future session.

It is the Committee's responsibility to ensure funding, training, administration time is allocated for general manager to update and implement changes needed.

It is the committee responsibility to provide support when problems are presented and they cannot be reduced without addition help, procedures, new equipment etc.

It is the General Managers duty to ensure a health and safety officer is appointed, trained and given enough time to complete duties needed to fulfil their role including risk assessments.

It is the Health and safety officer duty to ensure risk assessments are in place for every situation, regularly updating them, ensuring everyone has read the most recent copy.

It is the general managers duty to ensure everyone is supporting the health and safety officer, following procedures in place and evaluating accidents, incidents and near misses.

It is the General Manager responsibility to ensure disclaimers and signs are present for anyone outside of the club circle to be aware of risks and procedures.

It is the Senior Lead member's responsibility to ensure they and their staffing team have read all the relevant risk assessment of an outing or certain activity.

It is each staff member's responsibility to ensure they have checked in with senior staff regarding relevant information and or any potential problems that may occur. It is also their responsibility to advice for risk assessments to be put in place for new areas of concern / hazards identified by them.

It is everyone responsibility to protect themselves and others attending the sessions remembering if you see something you must report it don't assume someone else has seen the problem as well. Always following procedures but if you find yourself struggling to then reporting this as it needs to be re-evaluated and the system isn't working which is putting people at risk.

Where can risk assessments be found?

These can be available on request from General Manager Leah bowers – 07920714611

These can be found in their own folder at the front of the building or in the session folder on a trip.

Blank sheets are available with risk matrix in this folder for new identified hazards or risk factors.

Parents and carers have access to risk assessments linked to the running of sessions including buildings, activities, events etc. and are welcome to read and talk through anything they are concerned about. They have access to their own young people's risk assessments / behaviour plans but they will not be given access to the other member's assessments/ plans. If you have questions or want to talk through any concerns we advise you to contact the General Manager at the start/ finish of sessions and or via telephone – 07920714611 or email – leah@stowmarketsaturdayclub.co.uk we will not be able to discuss individual members but we can discuss our methods, how we assess and support our members.



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Training

All staff completing risk assessments have access to online training which can be accessed at home and refreshed annually. The general manager will ensure and monitor this has been carried out. Also links with manual handling training and health and safety training.

Health and safety officer = Leah bowers 07920714611 leah@stowmarketsaturdayclub.co.uk

Leah has close links with all venue hire teams, club committee and all senior session members.

Working within the health and safety work act 1974 (updated 2015)

Evaluating risk assessments

The team member filling in the risk assessment will use a risk matrix this helps them to record the level of risk identified, actions needed and priority to order actions in reducing the risk.

When evaluating each risk it will help you identify for risk management

*Risk acceptance *Risk transference *Risk avoidance *Risk reduction

Each will determine how and when the actions will be implemented to address the risk.

This will include time scales and factors outside of control.

These must be revisited when re-evaluating as new factors may move the risk management.

This is extremely important in understanding if the risk is acceptable or tolerable. If the risk is not then it needs to be removed or avoided and actions put into place to enforce to protect all. These need to be recorded and logged when completed as evidence.

Monitoring, reviewing and updating

The general manager / health and safety officer will monitor

*Near miss forms

*Accidents

*Incidents

*Physical interventions

Completed by all team members

To help establish patterns of reoccurring situations linking to

*young people or team members

*rooms, places or areas

*activities, equipment or resources

Implementing and updating risk assessments and procedures needed moving forward

Updating all team members involved and amending notices to all linked to the sessions.

All risk assessments will be updated:

-when repeated and notes have been added from previous situations or team members

-when new factors have been identified

-when changes occur or regular factors are not available

-after an injury, accident, incident or near miss

-Annually

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

Law that requires employers and other people in charge of work premises to report and keep record of work related accidents that cause death, serious injury and industrial or occupational diseases

Categories reportable under RIDDOR

***Accidents resulting in specified injuries to workers**

-Fractures other than fingers, thumbs and toes

-Amputations

-Any injury likely to lead to permanent loss or reduction of sight

-Any crush injury to head or torso causing damage to brain or internal organs.



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- Serious burns or scalding (covering more than 10% of body or significant damage to eyes, respiratory system or other vital organs.)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space leading to hypothermia, heat induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

***Non-fatal accidents requiring hospital treatment to non-workers**

- when the person is taken directly to hospital from the scene of accidents (doesn't include purely precaution when no injury is apparent.)

***Dangerous occurrences**

- Fire, explosion and explosives
- Release of dangerous and or flammable liquid, substance or gas
- Hazardous escape of substance including Biological agents
- Radiation generators and radiography
- Collapses
- Malfunction of breathing apparatus
- Equipment (lifting, moving or falling)
- Dropping objects
- Weather damage
- Subsidence
- Overhead electric lines
- Pressure systems
- Loss of stability or buoyancy
- Gas Incidents

***Reportable diseases**

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- occupational dermatitis
- hand arm vibration syndrome
- Occupational asthma
- Tendonitis or Tenosynovitis of hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to biological agent.

Over 7 day incapacitation of worker

Accidents must be reported where they result in an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days as the result of their injury.

Not including the accident day but does include weekends and rest days.

The report MUST be made within 15 days of the accident.

Over 3 day incapacitation = Accidents must be recorded but not reported.

To report call Incident contact centre 08453009923 Monday – Friday 8.30am – 5pm

Online forms = www.hse.gov.uk/riddor/report.htm#online

A brief guide to reporting of injuries diseases and dangerous occurrences regulation 2013 can be found in the risk assessment folder.

COSHH (Control of substance hazardous to health 2002)

Law that requires employers to control substances that are hazardous to health and includes

- Chemicals
- Products containing chemicals



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- Fumes
- Dusts
- Vapours
- Mist's
- Nanotechnology
- Gases and asphyxiating gasses
- Biology agents (germs)

We comply with COSHH Regulations

- We do not use prohibited substances
- We assess the risk and hazards of substance used
- We log precautions required of substances
- We prevent use and exposure where possible
- We only use substances in original bottles with clear readable labels and follow their instructions for use.
- We NEVER mix chemicals or pour them into different bottles
- We have trained first aiders and a stocked first aid kit suitable to our sessions.
- We include procedures for spills and clean up on risk assessment.
- We monitor reactions and will amend cosh sheets and care plans accordingly.
- We store our chemicals safely and where possible keep away in sessions.
- We monitor and record individual risk for members on their own plans.
- We discard of damaged bottles and record problems.
- We will stop using a substance if it presents a problem or concern.

The general manager will complete a COSHH Sheet for each substance used at the sessions these can be found in their own COSHH Folder at the front of the building. These are monitored and updated when buying new bottles as they may have slight changes to ingredients and precautions. These sheets also include use and storage factors.

Areas that substances may be present in the sessions

- Cleaning and washing hands
- First aid and self-care
- Cooking
- Art and craft
- Malleable play

The leading lives community hub have their own COSHH Cupboard that is locked. We do not use chemicals inside this cupboard but do have access for their sheets if needed.

This procedure was updated January 2023 – Leah Bowers