



RADCLIFFE-ON-TRENT COMMUNITY YOUTH PROJECT RISK ASSESSMENT POLICY

We understand the importance of ensuring that systems are in place for checking that Radcliffe-on-Trent Community Youth Project is a safe and secure place for young people, their parents, staff, volunteers and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incidents taking place. They are the responsibility of all staff and volunteers as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, Radcliffe-on-Trent Community Youth Project 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.

The trustees are responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to premises or when the particular needs of a child or other visitor necessitates this.

The staff (paid) and volunteers are further responsible for conducting any necessary reviews or making changes to Radcliffe-on-Trent Community Youth Project's policies or procedures in the light of any potential risks that they or other members of staff or volunteers discover.

A visual inspection of the entire premises (both indoor and outdoor), and any equipment used by Radcliffe-on-Trent Community Youth Project will be carried out regularly. This will, ordinarily, be carried out by the staff and volunteers on arrival, before the young people arrive. During the session, staff and volunteers will be vigilant and continuously aware of any potential risks to health and safety arising from the Radcliffe-on-Trent Community Youth Project environment, both inside and out and all surfaces and floors inside and out and all equipment used by young people and staff and volunteers.

On discovering a hazard, staff and volunteers will take all steps necessary to make themselves, and any other people potentially affected, safe.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded either on the incident record or accident record sheets on the same day that the event took place. The record will be kept on the site until the end of the session. Radcliffe-on-Trent Community Youth Project records will be monitored in order to see regular occurrences or trends that necessitate action. Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence
- Details of the people involved
- The type, nature and location of any injury sustained
- The action taken and by whom
- The signature of the member of staff or volunteer that dealt with the event, any witnesses and countersignature by the parent/carer of the child involved

This policy was adopted by _____

at a meeting on _____ date

signed _____

signed _____