



Brynteg Tigers Out of Hours Club Risk Assessment Policy

Approved by: Michelle Firth

Policy Reviewed: September 2026

Next Review Due: September 2027

Responsible Individual / Health & Safety Lead: Michelle Firth

1. Policy Statement

Brynteg Tigers Out of Hours Club recognises that the safety of children, staff, parents, carers, and visitors is our highest priority. Risk assessments help us create a safe, stimulating environment by:

- Identifying hazards
- Evaluating risks
- Implementing control measures
- Reviewing and improving practice

We aim to reduce the likelihood of harm while supporting children's learning, independence, and exploration. Our approach complies with Care Inspectorate Wales (CIW) standards and relevant UK and Welsh health and safety legislation.

2. Legal & Regulatory Framework

This policy complies with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Child Minding and Day Care (Wales) Regulations 2010
- National Minimum Standards for Regulated Childcare (CIW)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Manual Handling Operations Regulations 1992
- Fire Safety Order 2005
- Control of Substances Hazardous to Health (COSHH) 2002
- UK GDPR & Data Protection Act 2018

3. Aims

- Keep all children and adults safe from preventable harm.
- Support staff to work confidently and proactively.
- Encourage children to develop age-appropriate awareness of risk and safety.
- Meet CIW's requirement for systematic, documented risk management.
- Ensure risk assessments inform daily practice, planning, and decision-making.

4. Responsibilities

Responsible Individual / Health & Safety Lead

- Oversees the risk assessment process and reviews this policy annually.
- Ensures all risk assessments are completed, updated, and stored securely.
- Reviews accident/incident records to inform risk control measures.
- Ensures staff receive training in risk awareness and safe practice.
- Ensures COSHH assessments are completed for hazardous substances.

All Staff

- Carry out daily safety checks before children arrive.
- Report and record hazards or near misses immediately.
- Follow control measures stated in each risk assessment.
- Complete dynamic risk assessments during activities and outings.
- Contribute to reviewing and updating assessments.
- Supervise children effectively and maintain safe environments.

5. Types of Risk Assessments We Complete

- **General environment:** rooms, outdoor areas, toilets, kitchen.
- **Daily checks:** quick visual safety sweep before sessions.
- **Activities & play equipment:** crafts, climbing equipment, bikes, ICT use.
- **Trips and outings:** parks, local walks, public transport, community visits.
- **Events & changes:** building work, contractors on site, seasonal activities.
- **Individual child needs:** allergies, medical needs, ALN, behavioural needs, intimate care.
- **COSHH assessments:** cleaning products, chemicals, hazardous substances.
- **Fire safety:** evacuation routes, drills, emergency equipment.

6. Our Risk Assessment Process

We follow a clear, consistent process:

1. Identify hazards

Anything that may cause harm (equipment, environment, behaviour, weather, materials).

2. Decide who might be harmed and how

Consider children of different ages, staff, visitors, contractors.

3. Evaluate the risk and decide on controls

Remove hazards where possible; otherwise reduce risk through supervision, equipment, or procedures.

4. Record findings

Use the club's risk assessment template to document hazards, controls, and review dates.

5. Implement and share

All staff are made aware of control measures and expected to follow them.

6. Review and update

Risk assessments are reviewed:

- At least annually
- After accidents or incidents
- When new equipment or activities are introduced
- When the environment changes
- When children's needs change
- When CIW or legislation requires updates

7. Frequency

- **Daily visual checks:** before sessions start.
- **Formal reviews:** annually or sooner if needed.
- **Trips/outings:** separate assessment each time.
- **Dynamic risk assessments:** ongoing during activities, especially outdoors or off-site.

8. Involving Children

We encourage children to develop awareness of risk and safety by:

- Discussing safe play and boundaries.
- Encouraging older children to identify hazards.
- Using age-appropriate reminders (e.g., walking indoors, wearing helmets).
- Teaching safe behaviour during trips and outdoor play.

9. Recording and Storage

- Completed risk assessments are stored securely but accessible to staff.
- Accident/incident records inform reviews and adjustments.
- COSHH assessments stored separately and updated annually.
- Records retained in line with UK GDPR and CIW requirements.

10. Staff Training

All staff receive:

- Induction on risk awareness.
- Regular refreshers on health & safety.
- Fire safety and emergency procedures.
- Additional training for higher-risk activities or new resources.

Training records are monitored by the Responsible Individual.

11. Escalation & Reporting

- Serious hazards or incidents reported immediately to the Responsible Individual.
- CIW notified where required (e.g., serious injury, safety breach).
- HSE informed under RIDDOR where applicable.
- Safeguarding concerns linked to risk (unsafe environment, supervision issues) referred to the DSP.

12. Review

This policy will be reviewed annually or sooner following:

- Significant incidents
- Legislative changes
- CIW feedback
- Introduction of new activities or equipment
- Changes to the environment or staffing



Brynteg Tigers Out of Hours Club

Risk Assessment

Activity / Area / Trip:	
Date completed:	
Assessor(s):	
Review due:	

Hazard & Risk Table

Hazard (what could cause harm?)	Who might be harmed and how?	Risk Level* (L / M / H)	Controls in Place / Action Needed	Person Responsible	Date Completed

*L = Low / M = Medium / H = High (after considering existing controls)

Additional Notes / Emergency Arrangements

Sign-off

- **Assessor signature:** _____ **Date:** _____
- **Responsible Individual signature:** _____ **Date:** _____

Review triggers:

- Accident/incident
- New equipment/activity
- Environmental change
- Annual review