



General Risk Assessment

September 2023

The function of this document is to identify hazards in the workplace and to determine which hazards present a risk.

Hazard Reasonably foreseeable worse case injury	Existing measures	Further measures or incidences
H&S Fire risk can affect children, adults, including staff, parents/carers, visitors . A child or adult could fall during evacuation.	Health and safety policy Fire procedure, regular fire drills, children always asked to walk out and not run during a fire drill, testing of electrical equipment, cooking procedures, fire equipment. To keep policies up to date and . First aid box taken out when evacuating. First aid trained staff at all times	No fire has broken out during the club's history
H&S Gas Leaks can affect Adults, including staff, parents/carers, visitors and children. Gas inhalation if a leak happens whilst children are present	Evacuation procedure, contact details of Gas board. Display emergency contact details. Annual boiler check and inspection of gas supply. First aid trained staff at all times	Obtain confirmation from the school regarding annual Gas safety checks
H&S Electricity can affect children, adults, including staff, parents/carers, visitors . Electric shock or burn	Daily and weekly checks, PA testing, annually. Daily checks of any electrical equipment, to include damaged or loose wires Keeping new people informed and trained. Appliances supervised by staff. Children have regular safety awareness activities. Children not allowed to plug in or remove plugs. First aid trained staff at all times.	Obtain confirmation from the school regarding electrical safety checks and PA testing
Manual Handling can affect children, adults, including staff. Pregnant women, volunteers. Injuries to hands or feet if items are dropped.	Induction training for staff, supervision of children when carrying toys or furniture, furniture is child size and light. Pregnant staff under-go a risk assessment meeting and do not carry any heavy furniture or equipment. First aid trained staff at all times. Keeping new people informed and trained.	
Hazard Reasonably foreseeable worse case injury	Existing measures	Further measures or incidences
Multi Activities can affect children, adults, including staff.	Daily health and safety checks, immediate wiping of spillages, activity risk assessments. Pregnant/injured staff to be positioned in an area so as not to risk children running into them. Physical sport games to be held in a separate area from	

Pregnant women, volunteers. Slips trips and falls.	non-physical activities. Checking carpet edges and placing of resources. Disposal of broken toys. Running discouraged except for organised, supervised games. First aid trained staff, accident procedures.	
Child Protection and Safeguarding. For the protection of children and staff.	Robust recruitment procedures, including DBS checks and suitability checks. Policies and procedures in place for the protection of children and includes allegations against staff and 'whistle blowing' Qualified experienced staff. New staff and volunteer inductions and on-going training for all staff. Risk assessments for all activities. Procedures for safe collection of children to and from school as well as who collects children from the club.	On-going reviews of all policies and procedures.
Chemicals and hot liquids/oven Adults, including staff, volunteers, parents/carers, visitors and children Burns and scalds	Risk assessments, warning signs, protective equipment, Hob cover barrier in front of oven. Activities with children to promote safety. Staff training. Keeping cleaning products in safe places. Children always supervised	On-going awareness for all.
Tools and Equipment. Adults, including staff, volunteers, parents/carers, visitors and children Cuts and grazes	Buying approved products and keeping them maintained. Keeping sharp objects away from children unless supervised. Educating children on safe using of equipment. Daily checks on furniture and equipment. Risk assessments. Supervision.	