



Risk/Benefit Assessment Policy

Venture Kids uses its risk/benefit assessment systems to ensure that the Club is a safe and secure place for children and staff. All staff are expected to undertake risk/benefit assessments as part of their routine tasks. We also want to ensure that while the children are here they are stimulated and challenged. **In line with current health and safety legislation Venture Kids will carry out regular risk/benefit 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.**

Risk/Benefit 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 necessitate 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/benefit assessments need to be formally recorded. However, risk/benefit assessments related to 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/benefit assessment, the manager will discuss with staff and appoint a member of staff to update the relevant documents.

Daily checks

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive. 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 (eg 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, and Manual Handling.**

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