



## RISK ASSESSMENT & PROCEDURE POLICY

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| This policy was reviewed on:     | 2 <sup>nd</sup> November 2023 |
| Date to be reviewed:             | 2 <sup>nd</sup> November 2025 |
| Signature of person responsible: | M. Wittenberg                 |
| Name of signatory:               | Michelle Wittenberg           |
| Role of signatory:               | Manager                       |



### **POLICY STATEMENT**

At KEF, the health, safety and well-being of the children who attend the programmes is of paramount importance. KEF aims to create safe and healthy environments for the children and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

### **KEF OUTINGS RISK ASSESSMENT PROCEDURE:**

All the children attending KEF outings must have a signed declaration by a parent/guardian stating that they consent to their child partaking in the outings that KEF arrange throughout the year. In addition to that, before each outing KEF ensures that the parents/guardians are aware of the outing that day, informing them of the destination and transport arrangements.

A comprehensive risk assessment must be carried out by the Head of the outing together with the Health and Safety Officer at least 24 hours before the outing is due to take place. It will assess the hazards/risks which might be encountered on the visit and who would be at risk of this and will indicate the measures to prevent/reduce these risks and name the persons responsible for the actions to be carried out. The will be completed on the KEF Outing risk assessment template. The Health and Safety Officer is responsible for overseeing the completion of risk assessments before KEF proceed on any outing.

The following must be in place for each KEF outing and the outing checklist on the outing risk assessment template must be completed:

1. All outings must have a minimum of one but ideally two named individuals who are the designated Heads of the outing who will take responsibility for the trip.
2. On all outings, an adequate child/counsellor ratio must be maintained at all times (either 1:1 or 2:1 according to the child's needs)
3. A first aider must be present at each outing with a fully stocked first aid kit
4. All emergency contact details for the children and the staff as well as medical emergency information should be taken with on all outings
5. Register must be taken by the Heads of the outing before leaving to the outing and before departing from the outing
6. Supplies for toileting/changing should be taken with on the outing by the Heads of the outing and it should be established prior to the outing how these can be accessed.
7. Heads of the outing should ensure that all the children and the staff have adequate food and drinks for the outing and additional drinks should be provided if required.
8. All children who may require a spare set of clothing should have this with them

### **RISK ASSESSMENT RELATING TO PREMISES THAT KEF ACTIVITIES WILL TAKE PLACE:**

A yearly assessment relating to premises that are regularly used for KEF programmes will be carried out using the KEF template. These risk assessments will be reviewed and updated when there is a change to the environment or to the equipment/resources, to meet the needs of a particular child or if an incident has occurred.



In addition to this, upon arriving at the building - a visual inspection will be carried out by the Heads of the programmes of the premises and equipment before the children arrive. Action will be taken to minimise any risks from hazards identified. Before each time KEF use a new building for an event/residential camp – a comprehensive risk assessment will be conducted to identify any hazards or risks and the actions that are taken to minimise the risks.

### **RECORDING**

All risk assessments will be kept in a folder which will be kept at the KEF Office and can be viewed by parents/guardians at any time should they wish.

Any accidents or incidents will be recorded and monitored to identify further steps to be taken to manage the risks within the setting.

### **RESPONSIBILITIES:**

#### **ALL STAFF:**

All staff should receive basic training to develop an awareness of risk, and be alert to risks that may arise in the course of carrying out their duties. If staff identifies a new risk they should communicate the risk to the Head of the programme. All staff should act in accordance with the kef risk assessment procedure which they would have received training in to ensure a safe environment is maintained.

#### **THE HEALTH AND SAFETY OFFICER AND HEADS OF PROGRAMMES:**

The Health and Safety Officer has overall responsibility for risk assessment within the organisation and for ensuring that effective arrangements are in place to manage identified risks. Each Heads of programme at Sundays, play-schemes, after-school clubs and in residential settings is responsible risk assessment within their areas of responsibility and for monitoring the results of risk assessments and manage the risks.

### **STAFF DEVELOPMENT**

All staff and medical personnel will be inducted into the contents of this Policy.