



RISK ASSESSMENT POLICY & PROCEDURE

This policy was reviewed on:	2 nd November 2025
Date to be reviewed:	2 nd November 2028
Signature of person responsible:	M. Wittenberg
Name of signatory:	Michelle Wittenberg
Role of signatory:	Manager



POLICY STATEMENT:

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

KEF KIDS OUTINGS RISK ASSESSMENT PROCEDURE:

All children attending KEF KIDS outings must have a signed declaration from a parent/guardian confirming consent for their child to participate in outings arranged throughout the year. In addition, before each outing, KEF KIDS ensures that parents/guardians are informed of the destination, schedule 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. This assessment will identify potential hazards/risks, determine who may be affected, outline the measures required to prevent or mitigate those risks, and name the person responsible for each action. The risk assessment must be completed using the KEF KIDS Outing Risk Assessment Template. The Health and Safety Officer is responsible for overseeing the completion of risk assessments before any KEF KIDS outing proceeds.

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

- All outings must have a minimum of one, but ideally two, designated Heads of the Outing responsible for the trip.
- An adequate child/counsellor ratio must be maintained at all times (either 1:1 or 2:1 depending on the child's needs).
- A trained first aider must attend the outing with a fully stocked first aid kit.
- All emergency contact details for children and staff, as well as medical emergency information, must be taken on the outing.
- A register must be taken by the Heads of the Outing before departing and before returning from the outing.
- Supplies for toileting/changing must be brought on the outing, and arrangements for accessing suitable facilities must be made in advance.
- The Heads of the Outing must ensure that children and staff have adequate food and drinks, with additional drinks available if required.
- Children who may require a spare set of clothing must have this with them.

RISK ASSESSMENTS RELATING TO PREMISES USED FOR KEF KIDS ACTIVITIES:

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

In addition, upon arriving at the premises, the Heads of Programmes will conduct a visual inspection of the environment and equipment before children arrive. Any hazards identified will be addressed immediately to minimise risks.

Before KEF KIDS uses any new building for an event or residential camp, a comprehensive risk assessment will be completed to identify hazards and the actions required to reduce associated risks.



RECORDING:

All risk assessments will be stored in a folder kept at the KEF KIDS office and may be viewed by parents/guardians upon request.

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

RESPONSIBILITIES:

ALL STAFF:

All staff must receive basic training to develop an awareness of risk and remain alert to risks that may arise during their duties. If staff identify a new risk, they must communicate this to the Head of Programmes. All staff must follow the KEF KIDS Risk Assessment Procedure, for which they will have received training, to ensure a safe environment is maintained.

THE HEALTH AND SAFETY OFFICER AND HEADS OF PROGRAMMES:

The Health and Safety Officer holds overall responsibility for risk assessment within the organisation and for ensuring effective arrangements are in place to manage identified risks. Each Head of Programmes (Sundays, playschemes, after-school clubs and residential settings) is responsible for risk assessments within their areas and for monitoring outcomes and managing risks accordingly.

STAFF DEVELOPMENT:

Relevant staff and volunteers will receive induction and ongoing guidance on the contents of this policy to ensure they understand their responsibilities and follow best practice.

REVIEW OF POLICY:

This policy will be reviewed every three years or sooner if required by legislative changes or the operational needs of KEF KIDS.

Responsibility for the implementation and review of this policy rests with the KEF KIDS Executive Committee and Board of Trustees.