

**ST PETER'S OUT OF SCHOOL CARE LIMITED**

**RISK ASSESSMENT: GENERAL RISK ASSESSMENT FOR CLIENTS, MEMBERS OF STAFF AND VISITORS**



LIST HAZARDS HERE	LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS	LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT	NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE	ACTUAL RISK RATING
Possible injury to a client, member of staff and other adults who have approval or permission to be present at the setting under the SLA from using equipment, fixtures, fittings, slips and trips.	All clients, members of staff and other adults who have approval or permission to be present at the setting under the SLA who are not being vigilant or following the operational and health and safety guidance Including those who have a disability.	<ul style="list-style-type: none"> <li>• All clients (children) are made aware regularly by staff of the behaviours that are acceptable and unacceptable whilst they are receiving care indoors and outdoors within the setting. (Parent Information booklet, Contract and check list at the setting)</li> <li>• All members of staff and other adults who have approval or permission to be present at the setting under the SLA regularly ensure that materials, equipment, fixtures and fittings are made safe during and after use and do not present a hazard when an activity has been concluded</li> <li>• All members of staff and other adults who have approval or permission to be present at the setting under the SLA follow the company's policies and procedures whilst working/visiting at the setting.</li> <li>• All those who have approval or permission to be present at the setting under the SLA follow the instructions and guidance given to staff.</li> <li>• Be vigilant at all times to potential or observed physical hazards that may occur or be present.</li> <li>• Regular review by staff of operational systems. Implementation, alteration or adjustments of activities or systems if there is evidence from the reviews of increased risks.</li> <li>• A regular termly review of the physical fixtures and fittings provided as part of eth SLA and a formal</li> </ul>	Any incidents that occur is recorded reviewed and any adjustments changes or alterations that may be required are implemented in a timely manner and all staff and clients are made aware of these changes.	3 x 3 = 9 Medium Risk

<p>Communicable diseases that occur within the setting</p>	<p>All staff, visitors and clients specifically vulnerable individuals, new and expectant mothers where this information is known.</p>	<p>request for any remedial work that falls under the SLA.</p> <ul style="list-style-type: none"> <li>• A regular termly review of the equipment and materials provided by the company and removal and/or replacement in the event of increased Identified risk.</li> <li>• Implement the recommended exclusion periods as recommended by Public Health Wales. (List displayed in the setting)</li> <li>• A requirement on parents through the contract to inform the company if their child or anyone within the family are suffering from communicable diseases.</li> <li>• A requirement on staff and other adults who have approval or permission to be present at the setting under the SLA to inform the company if their child or anyone within the family are suffering from communicable diseases.</li> <li>• Regular training of staff to reinforce these requirements.</li> </ul>	<p>Any incidents that occur are recorded reviewed and any adjustments changes or alterations that may be required are implemented in a timely manner and all staff and clients are made aware of these changes.</p>	<p>4 x 3 = 12 Medium Risk</p>
<p>Danger to individuals in the car park from moving vehicles</p>	<p>All staff, visitors and clients</p>	<ul style="list-style-type: none"> <li>• Clients, staff and visitors use the designated walkways set out to access the setting to work, visit drop off and collect children.</li> <li>• The current operation and supervision of the car park precludes the movement of staff, visitors and clients when vehicles may be moving within the car park during the periods the company operates the setting.</li> </ul>	<p>Any incidents that occur are recorded reviewed and any adjustments changes or alterations that may be required are implemented in a timely manner and all staff and</p>	<p>3 x 1 = 3 Low Risk</p>

Workplace stress	All staff  .  .	<ul style="list-style-type: none"> <li>• Staff are aware of the support mechanisms and strategies that are available to manage workplace stress.</li> <li>• Staff regularly complete the company stress management questionnaire.</li> <li>• Staff regularly engage in staff appraisal processes which are ongoing and give regular opportunities to discuss workplace stress</li> </ul>	<p>clients are made aware of these changes</p> <p>Individual situations that may develop will be examined, confidentially, to discern the changes and/or learning that may result in improvement generally for all staff</p>	4 x 1 = 4 Low Risk
Asbestos	All clients, staff and visitors	<ul style="list-style-type: none"> <li>• The asbestos logs and records that cover the areas of the setting the company accesses through the SLA indicate.</li> <li>• The status of asbestos within the buildings and facilities used by the setting are regularly reviewed by the agents or contractors employed for this purpose by those responsible for the rental of the buildings and facilities. (Documents are stored in the Administration Office)</li> </ul>	Any incidents that occur are recorded reviewed by those responsible for the rental of the buildings and facilities. The company will make any adjustments changes or alterations that may be required by those responsible for the rental of the buildings and facilities through	4 x 1 = 4 Low Risk

Legionella	All clients, staff and visitors	<ul style="list-style-type: none"> <li>• The legionella logs and records that cover the areas of the setting the company accesses through the SLA indicate.</li> <li>• The status of legionella issues within the buildings and facilities used by the setting are regularly reviewed by the agents or contractors employed for this purpose by those responsible for the rental of the buildings and facilities (Documents are stored in the Administration Office)</li> </ul>	<p>revisions to the SLA. All staff and clients will be made aware of any changes that impact upon them.</p> <p>Any incidents that occur are recorded reviewed by those responsible for the rental of the buildings and facilities. The company will make any adjustments changes or alterations that may be required by those responsible for the rental of the buildings and facilities through revisions to the SLA. All staff and clients will be made aware of any changes that impact upon them.</p>	4 x 1 = 4 Low Risk
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Verbal abuse from children	All clients, staff and visitors	<ul style="list-style-type: none"> <li>The expectations of children when present at the setting are clearly referred to in the Statement of Purpose Information Booklet and Parental Contract that are given to all clients at the point that a registration application is made.</li> </ul>	Any incidents that occur are recorded reviewed and any sanctions, adjustments changes or alterations that may be required are implemented in a timely manner and all staff and clients are made aware of these sanctions and/or changes.	1 x 3 = 3 Low Risk
Verbal abuse from adults	All clients, staff and visitors	<ul style="list-style-type: none"> <li>The expectations of children when present at the setting are clearly referred to in the Statement of Purpose Information Booklet and Parental Contract that are given to all clients at the point that a registration application is made.</li> </ul>	Expectations of parents are clearly referred to in the Statement of Purpose Information Booklet and Parental Contract that are given to all clients when the registration application is made.	1 x 3 = 3 Low Risk
Assault/physical injury from children	All clients, staff and visitors	<ul style="list-style-type: none"> <li>The expectations of children when present at the setting are clearly referred to in the Statement of Purpose Information Booklet and Parental Contract</li> </ul>	The expectations of children when	3 x 1 = 3 Low Risk

<p>Assault/physical injury from adults</p>	<p>All clients, staff and visitors</p>	<p>that are given to all clients at the point that a registration application is made</p> <ul style="list-style-type: none"> <li>The expectations of children when present at the setting are clearly referred to in the Statement of Purpose Information Booklet and Parental Contract that are given to all clients at the point that a registration application is made</li> </ul>	<p>present at the setting are clearly referred to in the Statement of Purpose Information Booklet and Parental Contract that are given to all clients when the registration application is made.</p> <p>The expectations of parents are clearly referred to in the Statement of Purpose Information Booklet and Parental Contract that are given to all clients when the registration application is made.</p>	<p>3 x 1 = 3 Low Risk</p>
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**RISK RATING**

<b>ESTIMATED SEVERITY POTENTIAL(ESP)</b>	<b>ESTIMATED LIKELIHOOD (EL)</b>	<b>RISK RATING (ESP x EL = RATING )</b>
<b>1 = no injury or illness</b>	<b>1 = very remote</b>	<b>High 14+</b>
<b>2 = first aid injury/illness</b>	<b>2 = improbable</b>	<b>Medium 5 – 13</b>
<b>3=minor injury/illness – up to 3 days away</b>	<b>3 = possible</b>	<b>Low 1- 4</b>
<b>4= 3(+) days injury/illness</b>	<b>4 = probable</b>	
<b>5 = major injury / illness</b>	<b>5 = likely</b>	
<b>6 = fatal or disabling injury/illness</b>	<b>6 = certainty</b>	

**ASSESSMENT UNDERTAKEN BY: ST PETER'S OUT OF SCHOOL CARE LIMITED NOVEMBER 2022**  
**REVIEW DATE: NOVEMBER 2023**