



Risk Assessment: Churchdown Club Holiday Activities

Location: Churchdown Club

Date of Assessment:

Assessor's Name: Becca Bird

1. General Details

- **Address:** Churchdown Club
- **Nature of Activities:** Holiday club sessions for children, including indoor and outdoor play, arts and crafts, and group activities.
- **Duration:** 9-4pm with additional hours if requested.

2. Potential Hazards

Hazard	Who is at Risk?	Risk Level (Low/Medium/High)	Controls in Place	Further Actions Required
Slips, trips, and falls	Children, staff, volunteers	Medium	Regularly inspect floors for hazards. Remove clutter. Wet floor signs for spills.	Conduct a daily pre-session walk-through to ensure the space is clear.
Fire	Everyone on site	High	Fire exits clearly marked. Fire extinguishers accessible. Staff trained in fire evacuation.	Schedule a fire drill during the first session. Review the fire escape plan with all participants.
Outdoor play equipment misuse	Children	Medium	Ensure equipment is age-appropriate and regularly inspected for damage. Supervise activities.	Provide a safety briefing before outdoor play.
Allergic reactions (food, insects)	Children	Medium	Obtain allergy information from parents in advance. Keep a first aid kit.	Ensure all staff are aware of individual allergies. Have emergency contact information readily available.

Sun exposure	Children	Low	Encourage use of sunscreen and hats. Provide shaded areas for outdoor play.	Inform parents to send children with sunscreen and hats.
Behavioural incidents	Children, staff, volunteers	Medium	Behaviour policy in place. Adequate adult-to-child ratios. Staff trained in de-escalation techniques.	Ensure all volunteers are briefed on behaviour management.
Covid-19 or other illnesses	Everyone on site	Medium	Encourage handwashing. Provide hand sanitiser. Follow public health guidelines.	Monitor health advisories and update protocols as necessary.
Small toys	Children	Medium	Monitor use of small Bits to ensure not in mouths	Ensure all volunteers are briefed.
Orbe's	Children adults and pets	Medium	Supervised at all times when using	Staff trained full supervision

3. Emergency Procedures

- **Fire Evacuation:**

- Fire exits are located in the room – a push bar door, Other fire escapes are marked and there is a full fire alarm system.
- Assembly point: the pavement on the other side of the road to the Delipizza van.
- Evacuation time target: Under 3 minutes.

- **First Aid:**

- First aid kits are located with Becca Bird.
- Trained first aider on site: Becca Bird paediatric qualification.



- **Emergency Contacts:**

- Nearest hospital: Great Western Rd, Gloucester GL1 3NN
- Emergency services: Dial 999.
- Key contact for site: Charlotte Nourse – 07883 028432
- The site has full CCTV but only Charlotte Nourse and one other have access to it.

4. Safeguarding

- Ensure all volunteers and staff have up-to-date DBS checks.
- Maintain clear boundaries between staff, volunteers, and children.
- Follow the safeguarding policy for reporting any concerns.

5. Review and Monitoring

- **Frequency of Review:** Before each session or significant activity change.
- **Responsible Party:** Becca Bird.07
- **Date of Next Review:**

Sign-Off

Assessor's Name: _____

Signature: _____

Date: _____

Health and Safety Policy for Holiday Club: Churchdown Club

1. Purpose and Scope

This policy outlines the health and safety measures in place to ensure the well-being of all children, staff, volunteers, and visitors attending the holiday club at Churchdown Club. It applies to all activities, both on-site and during any excursions.

2. Responsibilities

- **Holiday Club Manager:** Responsible for overall health and safety compliance, conducting risk assessments, and ensuring all staff and volunteers are aware of and adhere to this policy.
- **Staff and Volunteers:** Responsible for following health and

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safety protocols, reporting hazards, and ensuring children are supervised at all times. \n\n- **Parents/Guardians:** Required to provide accurate medical and emergency contact information for their children and adhere to the club's policies and procedures.

3. Risk Assessment

- Risk assessments are conducted prior to each session to identify and mitigate potential hazards. \n\n- Specific assessments are completed for high-risk activities or changes to the routine environment, such as outdoor excursions or the use of new equipment.
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4. Safeguarding and Supervision

- All staff and volunteers undergo enhanced DBS checks. \n\n- The child-to-adult supervision ratio is maintained in line with legal requirements: \n - 1:8 for children aged 6-8 years. \n - 1:12 for children aged 9 and above. \n - For mixed-age groups, the lowest ratio is applied. \n\n- Clear drop-off and collection procedures are in place to ensure children's safety.
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5. First Aid and Medical Support

- At least one qualified first aider is present during all sessions. \n\n- First aid kits are available on-site and regularly checked. \n\n- A designated area for administering first aid and managing medical needs is provided. \n\n- Parents/guardians must complete a medical consent form, outlining any medical conditions, allergies, or medications their child requires.
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6. Emergency Procedures

- Fire evacuation procedures are clearly displayed and practiced at the start of the holiday club. \n\n- Emergency contact information for all participants is readily accessible. \n\n- In the event of an emergency, parents/guardians will be contacted immediately.
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7. Food Safety and Allergies

- Only pre-approved snacks and meals are served during the club. \n\n- Allergies and dietary restrictions are recorded and strictly adhered to. \n\n- Children are encouraged to wash their hands before eating.
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8. Hygiene and Infection Control

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- Handwashing stations and sanitiser are available. \n\n- High-touch surfaces and equipment are cleaned regularly. \n\n- Parents/guardians are asked to keep children at home if they are unwell.

9. Reporting and Record-Keeping

- Accidents, incidents, and near-misses are documented in the accident logbook. \n\n- Serious incidents are reported to the appropriate authorities, as required by law. \n\n- Attendance records are maintained daily.

10. Review and Monitoring

- This policy is reviewed annually or after significant changes in operations. \n\n- Feedback from staff, volunteers, and parents/guardians is considered in revisions.

Policy Sign-Off

Holiday Club Manager: _____

Date: _____