

<b>Policy Title</b>	Risk assessment Policy
<b>Policy Owner</b>	Connor Hignett
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#### Version Control

Version #	Date of review	Reviewer	Summary of changes
10	26 <sup>th</sup> November 2025	Connor Hignett	<ul style="list-style-type: none"> <li>• Change Headed Paper</li> <li>• Change of Font</li> </ul>

Tarner aims to provide safe and stimulating play experiences for all children and young people who attend our projects.

We therefore must assess all the areas we use and all activities we provide to examine the potential risks and hazards.

Being based in a public park raises other considerations that we must be aware of and always be extra vigilant about.

A well-maintained outdoor play environment is essential for child safety.

Risk assessments will be reviewed annually or when there has been a change, for example, new play equipment in the park/play base or a child or young person with specific needs attends.

The two main circumstances where risk assessments must be carried out are:

### 1. The Environment

- It is a legal requirement to assess and check the environment on a regular basis.
- This check will be carried out by staff at Tarner. If you are supervising a specific area/activity, it is your responsibility to carry out a risk assessment relating to that activity.
- Where possible involve the children or young people in assessing risks and take into consideration factors such as their development, understanding and mobility.
- Staff will examine how risk can be minimised or removed.
- Staff are responsible for explaining risks and how they are managed to others, such as volunteers, part-time staff and agency workers.

- As we are based in a public park it is our responsibility to check the park before each session. If any park equipment is faulty, please inform the Manager /Senior staff who will contact the Administration team for reporting purposes.
- Please check the playground for damaged or worn equipment.
- Please check fencing and gates, playground surfaces, play equipment e.g., protruding bolts and the landscape e.g., poisonous plants.

## **2. Outings – any occasion you leave the premises where you are responsible for young people or provide childcare with at least one child being cared for.**

- It is a legal requirement to carry out risk assessments for outings.
- This assessment should include the ratios of adults to children / young people.
- It is good practice to assess and minimise risks when collecting children from school before bringing them to the play base.
- Please consider what type of outing it is and what activities it will involve.
- Planning for a regular trip or activity to the local park, shop or other setting needs a risk assessment before you go on it for the first time. Please consider arrangements for first aid and the children's or young people's contact details. Ensure you take a black bag containing first aid and a work mobile with the relevant numbers on it.
- Please take into consideration the ages and abilities of the children we take on outings and how differences in children may change any associated risks.
- Please consider the time of day of the outing, for example, traffic in rush hour or how busy a planned trip out may be, such as bowling.

### **Recording Risk assessments**

It is good practice to record a first risk assessment to assist with the full completion of the document.

Annual risk assessments will be carried out on the main areas of the building and the park. These will be recorded electronically and saved to a Risk Assessment file. Each file should include the activity or location name (as appropriate) and the date completed. All risk assessments will be reviewed and updated annually or if there has been a significant change to the service or area.