

WK – RISK ASSESSMENT PROCEDURE

In Wonder Kidz, we have a careful examination of what could potentially cause harm to the Children and staff. It involves identifying the hazards present and then evaluating the extent of the risk they pose. Carrying out a risk assessment frequently helps assess whether enough precautions have been taken to reduce the potential risk and whether more controls are needed to prevent harm.

Risk assessment in Wonder Kidz is a continuous improvement process mainly resulting from several steps.

Risk assessment – five steps of the process

1. Identify hazards.
2. Identify (staff/Childs) who might be harmed and how.
3. Analyse risk.
4. Recording
5. Reviewing

A **HAZARD** is anything that can cause harm. A **RISK** is a chance, high or low, that the hazard will harm somebody.

Step one: identify hazards:

- Walk around the venue, playgrounds, etc. and look at what could reasonably be expected to cause harm.
- Ask employees for help identifying hazards, bearing in mind that some hazards may seem familiar and Wonder Kidz may not know they can cause harm.
- Look in the accident book as a guide to risks individuals have already been exposed to.
- Draw up a preliminary checklist of all significant hazards and examples of some Hazards and issues to consider.
- Display screen equipment - Level of use and comfort
- Electrical equipment - Visual checks, routine maintenance.
- Fire - Means of escape, fire alarm and firefighting, housekeeping, storage, smoking.
- Slips, trips, falls - Maintenance, housekeeping.
- Others - Toilets, temperature.

Once we have identified the hazards, we need to look at associated issues that need further consideration and consider the people who might be harmed.

Step two: Identify (staff/Childs) who might be harmed and how:

It is not necessary to identify individuals by name. We always remember that our Wonder Children are especially at risk due to their sensory processing and language difficulties.

Step three: analyse the risk:

Now that we have identified all the significant hazards. We consider how likely each hazard could cause harm and determine the likelihood and severity of the risk.

- Likelihood: the rating system

we tend to emphasise the likelihood of a risk; also consider the severity of the risk.

- Rating 1 = Low
- Rating 2 = Moderate
- Rating 3 = High
  
- Severity

The biggest risk is NOT the hazard that may happen most frequently.

- Rating 1 = Minor
- Rating 2 = Serious
- Rating 3 = Major
  
- Calculating risk

Multiply likelihood and severity. For example, the likelihood of office staff getting a paper cut is moderate, but the severity of it would be minor; therefore, to find the risk rating, multiply 2 by 1, which gives 2.

If it is a high risk, then it is a high priority.

Risk rating and priority

In the example of the paper cut, the risk rating is 2, a low-priority action, as seen in the figures below.

- 1 = No action, low priority
- 2 = Low-priority action
- 3 and 4 = Medium priority action
- 6 = High priority
- 9 = Urgent and immediate action

The only value of attributing a number is to help to assess the most significant risk.

**Evaluate risk.**

When evaluating the risk, consider existing precautions in the workplace:

- Do they meet the standards set by legal requirements?
- Do they comply with industry/organisation standards?
- Do they reduce risk so far as is reasonably possible?
- Do controls work in practice? Are the procedures being followed?
- Do they represent good practice?
- Do we provide sufficient information and/or training?

If the risk is not adequately controlled, we draw up an action list of further controls or precautions.

**Risk control hierarchy**

We will use the following hierarchy to eliminate/minimise risk, e.g., if it is not possible to eliminate the hazard at once:

- Eliminate hazard at source.
- Reduce hazard at source.
- Remove the person from the hazard.
- Contain hazard by enclosure.
- Reduce employee exposure.
- Change systems of work
- Personal protective equipment (PPE) - if you cannot reduce the risk, protect against it.

Inform other individuals and/or organisations about any risks your work could cause them, and the precautions being taken.

*Step four: Recording:*

We are required by law to keep a written record of the risk assessment and update employees about the findings. However, we ensure that all risk assessments will be written down, not only for good practice and prevention but also as the insurance company might ask for it in case of a claim against our group.

The written risk assessment will be suitable and sufficient, showing:

- A proper check was made.
- who might be affected?

- previous dealing with all the obvious significant hazards, considering the number of people who could be involved.
- The precautions are reasonable, and the remaining risk is low.

Step five: Reviewing:

When reviewing the process, we must consider the following:

- Does it work?
- Has it been effective?
- Is it up to date?
- Circumstances could change...

There could be a situation where one risk may conflict with another, e.g., a health and safety precaution may override an equality consideration. Need to decide/consider:

- Who will act and when?
- How to inform employees, cares etc.
- Effectiveness of control measures
- Review for new hazards.

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