



Essex After School Clubs

Risk Assessment Policy

Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment

Risk Assessment

At Essex After School Clubs we understand the importance of ensuring that systems are in place for checking that our Club is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the Club is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere. *(EYFS Requirement 3:54-Providers must comply with requirements of health and safety legislation.)*

The Manager is responsible for making sure that risk assessments are completed, logged and effectively monitored. An annual risk assessment is carried out. Reviews are conducted when there is any change to equipment or resources, any change to the Club's premises, or when particular needs of a child or other visitor necessitates this. *(EYFS Requirement: 3.64-Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.)*

The Director is further responsible for conducting any necessary reviews or making changes to the Club's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member of staff on arrival at the Club and will be completed before any children arrive, this will be recorded on the daily checklist and kept in the Health and Safety Folder. *(EYFS Requirement 3:64-Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked.)*

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from: *(EYFS Requirement 3:64-Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks.)*

- The Club's environment, both indoors and outdoors
- All surfaces, both indoors and outdoors
- All equipment used by children or staff

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Manager and ensure that a record is made on the daily check and filed in the Health and Safety folder.

The Manager is then responsible for ensuring that any necessary action is taken.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded in either the Incident / Accident Book on the same day as the event took place, if the incident is of a confidential nature a summary will be recorded in the incident log book and a full report written up and stored in the child's file.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- The action taken and by whom.
- The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved.

Staff should inform the parents/carers of the child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.