

Blue Bears Playscheme

Risk Assessment Policy

Blue Bears Playscheme uses its risk assessment systems to ensure that the Club is a safe and secure place for children and staff. All staff is expected to undertake risk assessments as part of their routine tasks.

In line with current health and safety legislation and the *EYFS Safeguarding and Welfare Requirements 2014*, the Club will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the manager to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments will be carried out:

- Within In the premises daily inside and out
- whenever there is any change to equipment or resources
- when there is any change to the Club's premises
- when the particular needs of a child necessitates this
- When we take the children on an outing or visit.
- Picking up children from a location to the club

Not all risk assessments need to be written down. Staff will decide, in consultation with the manager, which risk assessments need to be formally recorded. However risk assessments related to employment and the working environment will be always be recorded in writing so that staff can refer to them.

If changes are required to the Club's policies or procedures as a result of the risk assessment, the manager will update the relevant documents and inform all staff.

Daily checks

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive. During the course of the session, staff will remain alert to any potential risks to health and safety. If a member of staff discovers a hazard during the course of a session, they will make the area safe (e.g. by cordoning it off) and then notify the manager. The manager will ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring.

Recording dangerous events

The manager will record all accidents and dangerous events on the **Incident** or **Accident Record** forms

Related policies

See our related policies: **Fire Safety**, **Health and Safety**, and **Manual Handling**.

This policy was adopted by: Blue Bears Playscheme	Date: 2020
Signed:	Virginia Lazarus

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:
Safeguarding & Welfare Requirements: Safety & suitability of premises, environment & equipment [3.64]