

Risk Assessment Policy

Quackers Out of School Club uses its risk assessment systems to ensure that the Club is a safe and secure place for children and staff. All staff are 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:

- whenever there is any change to equipment or resources
- when there is any change to the Club's premises
- when the needs of a child necessitate
- when we take the children on an outing or visit

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.

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 which is documented of the equipment and the whole premises (indoors and out) daily before any children arrive. This is recorded on our Opening and Closing Health and Safety Checklists. During the session, staff will remain alert to any potential risks to health and safety.

If a member of staff discovers a hazard during a session, they will make the area safe (eg 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. The Club will monitor Incident and Accident Records each half term to see whether any pattern to the occurrences can be identified.