

Early Bloomers After School Club

Risk Assessment Policy

Early Bloomers After 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 government guidelines on Covid-19 and health and safety legislation, the *EYFS Safeguarding and Welfare Requirements 2017*, as well as with Harris Primary Academy's policies, the Club will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified to reduce risks of infection and transmission of Covid-19 and any other risk of cross-contamination. It is the responsibility of the senior management 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 particular needs of a child necessitate this
- 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. 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 immediately. 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** sheets as soon as possible after the incident. If the incident affects a child, the record will be kept on the child's file. The Club will monitor **Incident and Accident Records** to see whether any pattern to the occurrences can be identified.

Related policies

See our related policies: **Fire Safety and Risk Assessment, Health and Safety, Manual Handling Covid-19 Protective Measures.**

This policy was adopted by: Early Bloomers After School Club on 12/09/2014	Review date: August 2020
To be reviewed: Yearly or following a change in legislation and /or practice.	Signed: Mrs Talvinder Kaur