



HA4K Risk assessment policy

HA4K uses its risk assessment system 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 Statutory Framework for the Early Years Foundation Stage, 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 assessment 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 necessitates specific needs to be met
- 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 the staff.

Daily checks

Before the children arrive at the club each day, we will complete a daily environment check form, carry out a visual inspection of the equipment and the whole premises, both indoor and outdoor. Environment check forms will be reviewed regularly, to ensure that hazards are removed, and repairs are implemented in a timely manner. 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 the session, they will make the area safe (e.g. by cordoning it off) and notify the manager or session lead. The manager or session lead 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 or staff lead will record all accidents and dangerous events on the **Incident** or **Accident forms** as soon as possible after the incident. If the incident affected a child the record will be kept on the child's file. The club's will monitor **Incident** and **Accident Records** to see whether any patterns to the occurrences can be identified.

Related Policies

See our related policies: **Fire safety and Risk Assessment, Health and safety, and Manual handling.**

This policy was adopted by HA4K

Date: 20th August 2024

To be reviewed: August 2025

Signed: Nathan Kirk
Dan Connolly

Written in accordance with the Statutory Framework for the Early Years Framework (2024) Safeguarding and Welfare Requirements Risk Assessment (3:76)