

# ASK CLUBS

## 08. Risk Assessment Policy

ASK Clubs uses its risk assessment systems to ensure that ASK Clubs 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*, ASK Clubs will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the Session Supervisor 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 ASK Clubs' premises;
- when the particular needs of a child necessitates this; and
- when we take the children on an outing or visit.

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

If changes are required to ASK Clubs' policies or procedures as a result of the risk assessment, the Owner/Registered Provider will update the relevant documents and inform all members of 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 Owner/Registered Provider who 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

We will record all accidents and dangerous events on the **Incident** or **Accident Record** sheets 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 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**, and **Manual Handling**.

This policy was adopted by: ASK Clubs	Date: 05/01/21
To be reviewed: 05/01/22	Signed: Mark Stewart

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding & Welfare Requirements: Safety & suitability of premises, environment & equipment [3.64]*