



Risk Assessment Policy

Mighty Oaks Before and After School Club use 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 Early Years Foundation Stage safeguarding and welfare requirements, the Club will carry out daily risk assessments and complete the Risk Assessment Log. Appropriate action will be taken to deal with any hazards or risks identified. It is the responsibility of the manager and deputy manager to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments will be carried out:

- Daily.
- 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.

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 ratified by Acorn Trust) and inform all staff.

Daily checks

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily and complete the Visual Inspection Log, before any children arrive at the Club. 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 or deputy manager, 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.

<p><u>This policy was adopted by:</u></p> <p>Mighty Oaks Before and After School Club</p>	<p><u>Date agreed:</u> 1st August 2020</p>
<p><u>To be reviewed:</u> August 2022</p>	<p><u>Signatures:</u></p> <p>Club Manager:</p> <p>Epworth Trust:</p>