



Ecclesall Kids Club

6.8 Risk Assessment Policy

Ecclesall Kids 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 continuous visual 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 (2024)*, Ecclesall Kids 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 duty manager to ensure that risk assessments are conducted, monitored and acted upon. Ecclesall Kids Club Management team will monitor the findings and with the health and safety lead ensure the required changes are made to reduce or mitigate risk.

Risk assessments will be carried out:

- Daily as part of our opening procedures
- When we have a new policy that requires a risk assessment to support our understanding
- 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 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 Play managers, 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 our policies or procedures as a result of the risk assessment, the Management team will update the relevant documents and inform all staff.

Daily checks

Before the children arrive at the club each day, we will carry out a visual environment check and a visual inspection of the equipment and the whole premises (indoors and out). Staff will also complete our opening checks list. 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 duty manager. The duty 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 duty manager will ensure a record of all accidents and dangerous events have been made on the Incident or Accident Record ensuring it is dated to the relevant session. If the accident or incident affected a child, the record will be kept on the child's file on magic booking. The Club will monitor Incident and Accident Records via a monthly tracker, to see whether any pattern to the occurrences can be identified. If it involves a staff member/ adult a first aid report will completed in the staff first aid book.



Related policies

See our related policies: Fire Safety and Emergency Evacuation, Health and Safety, and Manual Handling.

This policy was adopted by: <i>Ecclesall Kids Club</i>	Date: 9/2/17
Reviewed: 26/6/25	Signed: <i>Ecclesall Kids Club Committee</i>