

Twilight Hours After School Club

Risk Assessment Policy

Twilight Hours Out of School Club uses its risk assessment systems to ensure that it is a safe and secure place for children and staff.

In line with current health and safety legislation and the EYFS Safeguarding and Welfare Requirements 2012, managers will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is also their responsibility 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 necessitates this.

Note that not all risk assessments need to be written down. Debbie Steeples and Katherine Shimwelland their Managers will decide which risk assessments need to be formally recorded.

If changes are required to Twilight Hours Out of School Club's policies or procedures as a result of the risk assessment, Debbie or Katherine will ensure that the relevant documents are updated and that all staff are informed.

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 (eg by cordoning it off) and then decide on a course of action with other staff or the managers. If necessary the managers 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

Managers will record all accidents and dangerous events on the Incident Record sheets as soon as possible after the incident. If the incident affected a child, an Accident Form will be completed and be kept on the child's file.

Debbie and Katherine will monitor Incident and Accident Records to see whether any pattern to the occurrences can be identified.

Related policies

See our related policies: Illness and Accidents, Health and Safety, and Manual Handling.

This policy was adopted by: Twilight Hours ASC	Date: Dec 2014	Policy No: RAP 002
To be reviewed:	Signed:	
Policy Name: Risk Assessment Policy	Signed:	