



The Little Nut Tree Holiday Club



Risk Assessment Policy

The Little Nut Tree Holiday 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 risk assessments as part of their routine tasks.

In line with current health and safety legislation and the *EYFS Welfare Requirements*, 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 completed, logged and monitored.

Risk assessments will be carried out:

- Every morning before the Club opens at 8am.
- 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 external trips and outings are planned.

If changes are required to the Club's policies or procedures as a result of the risk assessment, the manager 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. These findings will be recorded on the daily risk assessment.

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 notify the manager. The 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 manager 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.

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| This policy was adopted by: The Little Nut Tree Holiday | Date: 24/06/2021 |
| To be reviewed: 24/06/2022 | Signed: Adrianna Pazera |

Written in accordance with the EYFS welfare requirements: *Safeguarding and promoting children's welfare* and *Suitable premises, environment and equipment*.