**17: Risk Assessment Policy**

At Willows we understand the importance of ensuring that systems are in place for checking that our settings are safe and secure places for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999 and the EYFS Welfare Requirements, Willows 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:

* 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 or other visitor necessitates this.

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**

Willows will carry out a visual inspection of the equipment and the whole premises, both indoors and out daily and this will be recorded in writing. This will ordinarily be carried out by a designated member of staff 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 and any people potentially affected safe 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. The manager will ensure that a record of the incident is made in the Incident Record Book.

**Recording Accidents, Incidents and Dangerous Occurrences**

All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record Book or the Accident Record Book on the same day as the event took place.

Willows will monitor these incident and accident records to see whether any patterns to occurrences can be identified, and if so take the necessary action to prevent future reoccurrences.

Incident and accident records must contain:

* The time, date and nature of the incident, accident or dangerous occurrence.
* Details of the people involved.
* The type, nature and location of any injuries sustained.
* Any actions taken and by whom.
* The signature of the member of staff who dealt with the event, any witnesses and if deemed necessary, a counter signature by the parent/carer of the child or children involved.

Staff should inform the parents/carers of the child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest opportunity.