



Risk Assessment

We understand the importance of ensuring that systems are in place for checking that Kids Club Ely Ltd & St John's Preschool is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incidents 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, the Club is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The Coordinator/Preschool Manager/Health and Safety staff member are responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any changes to the Club's premises, or when particular needs of a child or other visitor requires this.

The Manager and Health and Safety staff member is further responsible for conducting any necessary reviews or making changes to the Club's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily by Preschool and After School/Breakfast Buddies/Holiday Club staff. This will, ordinarily, be carried out by a designated member of staff on arrival at the Club and will be completed before any children arrive.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from the clubs environment both inside and out. All surfaces and floors inside and out and all equipment used by children and staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. The Coordinator/Preschool Manager/Health and Safety employee is then responsible for ensuring that any necessary action is taken.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded either on the Incident Record or Accident Record Sheets/book on the same day as the event took place. The record will be kept on the child's file. Records will be tracked in order to see regular occurrences.

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 injury sustained.
- The action taken and by whom.
- The signature of the member of staff who dealt with the event, any witnesses and countersignature by the parents/carers of the children involved.