

Sedgeberrow Playgroup

Risk Assessment Policy

Sedgeberrow Playgroup uses its risk assessment systems to ensure that the Playgroup 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 Playgroup 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 playgroup's premises
-  when the particular needs of a child necessitate this.

If changes are required to the Playgroup'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 and committee 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 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 Playgroup will monitor **Incident and Accident Records** to see whether any pattern to the occurrences can be identified.

This policy was adopted by: Sedgeberrow Playgroup	Date: 30.08.2017
To be reviewed: 30.08.2022	Signed: C.Malin

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