

4Wards Multi-Activity Risk Assessment Policy

4Wards Multi-Activity uses its risk assessment systems to ensure that it 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 *Statutory Framework for the Early Years Foundation Stage (2021)*, 4Wards Multi-Activity will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the Lead Coach 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 4Wards Multi-Activity premises
- when the particular needs of a child necessitates this

Not all risk assessments need to be written down. Staff will decide, in consultation with the lead coach, which risk assessments need to be formally recorded.

If changes are required to 4Wards Multi-Activity policies or procedures as a result of the risk assessment, the lead coach will update the relevant documents and inform all staff.

Daily checks

Before the children arrive at the club each day, we will complete a daily environment check form/carry out a visual inspection of the equipment and the whole premises (indoors and out). Environment check forms will be reviewed regularly, to ensure that hazards are removed, and repairs are implemented in a timely manner. 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 lead coach. The lead coach 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 lead coach 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 in location of 4Wards Multi Activity records keeping. 4Wards Multi-Activity 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: 4Wards Multi-Activity | Date: 11/10/22 |
| Reviewed: 10/10/23 | Signed:  |
| Reviewed: 10/10/24 | Signed:  |
| To be reviewed: 10/10/25 | Signed:  |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021)*:
Safeguarding & Welfare Requirements: Safety & suitability of premises, environment & equipment [3.65]