

# Ightham Primary School



# Risk Assessment Policy After School/Breakfast Club

Review Details:

Next Review Date	September 2023
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## Risk Assessment Policy - Ightham Primary School After School/Breakfast Club

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After School/Breakfast 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.

Under the Management of Health and Safety at Work Regulations 1999, the Club must carry out regular risk assessments and take any actions arising from these. It is the responsibility of the manager to ensure that risk assessments are completed, logged and monitored.

We will carry out risk assessments on a regular basis, whenever there is any change to equipment or resources, any change to the Club's premises, or when the particular needs of a child necessitates this. If changes are required to the Club's policies or procedures as a result of the risk assessment, the manager, in consultation with the Head Teacher, 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. If a member of staff discovers a hazard, they will firstly make sure that the any people likely to be affected are safe, and then notify the manager. The manager will record the event on an **Incident Record** sheet, and ensure that any actions needed to avoid the hazard have been taken.

### 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. 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.

This policy was adopted by: After School/Breakfast Club	Date: October 2021
To be reviewed: September 2023	Signed: Head Teacher On behalf of the Governing Body