



## Risk Assessment Policy

ABC Childcare Services uses risk assessment systems to ensure that we provide 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, ABC 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.

The registered person must ensure that the premises, including overall floor space and outdoor spaces, and equipment used for the purposes of the childcare are safe and suitable for childcare.

We will carry out risk assessments on a regular basis, whenever there is any change to equipment or resources, any change to the premises, or when the particular needs of a child necessitates this. If changes are required to our policies or procedures because of the risk assessment, the manager 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 day, staff will remain alert to any potential risks to health and safety. Staff complete written assessments before any session of childcare commences. If a member of staff discovers a hazard, they will first make sure that the 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. The manager will notify building and maintenance sub- contractors, who will log any repairs or actions they make.

### 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. ABC will monitor **Incident** and **Accident Records** to see whether any pattern to the occurrences can be identified.

Reviewed annually