

# Stepping Stones

## Risk Assessment Policy

Stepping Stones uses its risk assessment systems to ensure that the building and grounds are 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 Safeguarding and Welfare Requirements 2017*, we 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 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 the Club's premises
- when the particular needs of a child necessitates this.

Note that not all risk assessments need to be written down. Staff will decide, in consultation with the manager, which risk assessments need to be formally recorded.

If changes are required to our policies or procedures as a result 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 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 ensure that the children are safe and will notify the manager. If this hazard can be dealt with it will be otherwise it will be reported to Connaught school to rectify where possible. If it is Stepping Stones equipment then the manager will ensure that any measures required to make it safe are done. If any action is required to prevent the incident from happening again then the manager will ensure that this is done.

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

### Related policies

See our related policies: **Fire Safety and Risk Assessment**, **Health and Safety**, and **Manual Handling**.

This policy was adopted by: Stepping Stones and reviewed 10/01/2024      Signed:  
Philip Stone

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment*

[3.63]