

The Log Cabin Charity Risk Assessment Policy & Procedures

Revised January 2022

The Log Cabin Charity

Risk Assessment Policy

We understand the importance of ensuring that systems are in place for checking that The Log Cabin is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

In line with current health and safety legislation Management of Health and Safety at Work Regulations 1999 and the Statutory Framework for the Early Years Foundation Stage (2021), the Log Cabin will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the playground 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 Log Cabin's premises
- when the particular needs of a child necessitates this
- when we take the children on an outing or visit.

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. However risk assessments related to employment and the working environment will be always be recorded in writing so that staff can refer to them.

If changes are required to the Log Cabin's policies or procedures as a result of the risk assessment, the Head of Service will update the relevant documents and inform all staff.

1. Daily checks

Before the children arrive at the Log Cabin 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). This will, ordinarily, be carried out by a designated member of staff on arrival at the Log Cabin and will be completed before any children arrive.

Environment check forms will be reviewed regularly, to ensure that hazards are removed, and repairs are implemented in a timely manner.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The Log Cabin's environment, both indoors and outdoors
- All surfaces, both indoors and outdoors
- All equipment used by children or staff

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If a member of staff discovers a hazard during the course of a session, staff will take all steps necessary to making themselves and any other people potentially affected safe, they will make the area safe (eg by cordoning it off) and then notify the playground manager or the senior staff. The playground 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. The Playground Manager or Senior will ensure that a record is made in the Incident Record Book.

The Playground Manager is then responsible for ensuring that any necessary action is taken.

2. Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record Book or the Accident Record Book on the same day as the event took place.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- The action taken and by whom.
- The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved.

Staff should inform the parents/carers of the child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

3. Related policies

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

This policy was adopted by: The Log Cabin Charity

Date: 22/01/2022

To be reviewed: 21st January 2023

Signed: S. M. Flynn

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