



RISK ASSESSMENT POLICY

Pins & Needles uses its risk assessment systems to ensure that our clubs 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 *Statutory Framework for the Early Years Foundation Stage (2021)*, **Pins & Needles** 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 premises where sessions are held
- 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 manager, which risk assessments need to be formally recorded. If changes are required to the **Pins & Needles'** policies or procedures as a result of a risk assessment, the manager will update the relevant documents and inform all staff.

Prior to every session

Before children arrive at a club, we will carry out a visual inspection of the equipment and the whole premises. 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 manager. The 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.

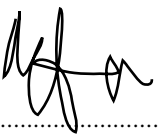
Recording dangerous events

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, their parent or guardian will be informed and a record will be kept on file. **Pins & Needles** will monitor Incident and Accident Records to see whether any pattern to the occurrences can be identified.

Related policies

All relevant policies enforced by a club's setting (eg primary school) including: Fire Safety and Risk Assessment; Health and Safety. **Pins & Needles** own related policies: Child protection/safeguarding policy; Safety rules.

This policy was adopted by: Pins & Needles Club Ltd.

Date: 01/08/2026 Signed (by Manager/Director):  To be reviewed: 31/07/2027

MICHELE HALL

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]*