**MUNTERCONNAUGHT COMMUNITY DEVELOPMENT**

**ASSOCIATION CLG**

**SUPERKIDS**

**RISK ASSESSMENT POLICY**

Munterconnaught Community Development Association CLG (the Company) as the registered service provider of SuperKids, its Directors with delegated responsibility for SuperKids, and the management and staff of SuperKids are totally committed to the ongoing assessment of risks and hazards in this setting. The aim is to ensure that the environment and equipment provided for children meets the health, safety and welfare requirements of the relevant legislation and the guidelines of appropriate agencies.

This policy is underwritten by the Childcare Act 1991 (Early Years Services) Regulations 2016.

**Roles and Responsibilities**

It is the role of the Manager to ensure that the correct health and safety procedures are in place.

All staff must work within the boundaries of the health and safety procedures outlined by management.

Staff must be able to identify hazards and risks in relation to the health and safety of children and to report any such hazards or risks to the Manager.

**Risk Assessment**

The process of risk assessment is:

* identify risk;
* decide who is at risk of harm;
* evaluate the risk;
* decide on appropriate precautions;
* record findings; and
* review and update.

The following assessments will be carried out:

* daily – rooms and outside area;
* annually – full risk assessment; and
* after an accident/incident – detailed risk assessment of situation.

**Procedures**

* the Manager will carry out a full risk assessment before the start of the preschool year. This will be documented and the record stored. Any issues will be reported without delay to the Director of the Company with responsibility for the operations of SuperKids;
* daily risk assessments will be carried out of the rooms and outside area by a member of staff before the children arrive. This will be documented and the record stored;
* as soon as practically possible after an accident or incident, the Manager will carry out a risk assessment of the relevant room and any equipment involved;
* where a health and safety risk is identified the Manager and staff must do what they can to eliminate the risk and document how they have done so. Where applicable, the area and/or the equipment involved must not be accessible to children for so long as it remains a health and safety risk.