**Risk Assessment**

## To comply with National Care Standards, we complete risk assessment forms for:

## All trips and outings

## All areas where activities are taking place

## Activities and equipment use

## Effective Risk Management Training for Coordinators and Benefit Risk Assessment training for all staff is available and must be applied through the Childcare Strategy Training Outline online application.

## Benefit Risk Assessments will be carried out by trained staff in conjunction with the Health and Safety Department of Aberdeenshire Council and staff should be aware of the assessment and to comply with the recommended guidelines where possible to minimize risk.

## Risk Assessment documents will be updated each year but the assessment forms for activities etc., should be copied for trips etc. and taken with staff, along with consent forms.

Children’s Risk Benefit forms need to be completed by children for all activities they are involved in, they have to be encouraged to be completed to give them ownership of each activity and their own risks.

## If staff notices any dangerous areas, occurrences or pieces of equipment etc., then they should be reported to the janitor or club staff as soon as possible in the appropriate manner.