Risk assessment policy

Statement of intent

We make our setting a safe and healthy place for children, employees, volunteers, parents and visitors

Aim

To ensure that we protect the health and welfare of all employees, volunteers, children, parents and visitors. The risk assessment process is a key element to ensure that appropriate measures are identified to assist in the achievement of this aim.

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and activities. This includes activities away from the setting.
- assessing the level of risk and who might be affected
- deciding which areas need attention
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required
- anything which a child may come into contact with during a session.
- for activities away from the setting e.g. outings, we will consider the appropriate adult to child ratios

For insurance purposes and to meet Health and Safety Executive legislation this risk assessment is recorded in writing and is reviewed twice a year

We maintain lists of health and safety issues, which are checked:

- daily before the session begins
- as and when a new risk or change is identified
- twice a year - when a full risk assessment is carried out

This policy was adopted by: The Den	
Date: 01.09.20	Signed: *AGriffin*