



RISK ASSESSMENT POLICY

Policy:	Risk Assessment
Aim:	We aim to provide a safe physical environment for staff, children, parents/carers, visitors and volunteers.
Responsible Officers:	Supervisor Debbie Atlay. Risk Assessment Officer Delphine Greenwood
Supporting Documentation:	
Other Related Policies:	Health and Safety

We have a duty under Health & Safety Regulations to carry out risk assessments on our premises, our play equipment and the activities undertaken by both staff/volunteers and children.

The supervisor will be responsible for safety and risk assessments. The Risk Assessment officer (Delphine Greenwood) will be responsible for drawing up the risk assessment document. The document will be circulated to all staff and Committee Chair. All the staff are responsible for identifying risk throughout their work and bring these risks to the attention of the Supervisor.

The risk assessment will be recorded. The assessment will be carried out annually and continually updated. Daily safety checks will also be made before each session, which will be ticked off, signed and dated. Any amendments will be brought to the attention of all staff.

Risk assessments will be reviewed:

- When a member of staff is pregnant, with regards to lifting
- If there are any changes in any working practice
- Following the introduction of any new pieces of equipment
- If a child with special needs attends preschool, At that point, an immediate, full review will be taken with that child's specific needs in mind.

Once the checklists have been completed then any actions arising should be implemented. The whole of Preschool, staff and committee, has the responsibility to carry out the work within agreed timescales and to allocate the necessary resources. In carrying out an assessment of risk we refer to records in our Accident Book, staffs own experience, OFSTED guidance and have regard to the Health and Safety Regulations.
