

## 20. Risk Assessment

A full risk assessment (RA) must be undertaken on an annual basis. We must ensure the reasonable safety of all children and adults who attend our setting, whether working or visiting. Our RA methodology revolves around activities as well as individual items. This allows for timely overview and ease of sharing information but enables a focus upon individual elements of risk where necessary.

The overarching RA should identify all elements of risk. We categorise them in terms of who is at risk and the measures that will be put in place to reduce risk further.

Some items will form the basis of our daily safety sweep, where circumstances could have changed between sessions and is recorded.

Many items remain constant from year to year and are therefore not repeatedly assessed. These items and activities, however, should be used with regard to good practice.

### **Procedure**

- The supervisor leads annual RA with practitioners.
- Any major dangers are reported to the Chair and HSO of the committee for rectification. Any dangers found or resulting to the building will be forwarded on to the PCC.
- Yearly ongoing activities are identified and any changes made are communicated.
- Daily RA is recorded and any issues identified will be rectified.
- Planning meetings incorporate RA for curriculum activities and possible issues are recorded.
- Practitioners and volunteers conform to requirements.
- Visitors made aware of any RA issue relevant to them.
- The children are involved in understanding and practising RA through their activities.
- Where RA issues occur, activities are adjusted.

This policy was adopted at a meeting of the Pre-school held on ..... (Date)

Signed on behalf of the Pre-school: ..... (Chairperson)