



# Risk Assessment Policy



1	Summary	Risk Assessment Policy			
2	Responsible person	Margaret Dennis			
3	Accountable SLT member	Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Caroline Knight, Margaret Dennis and Governors			
6	Who has been consulted and recommended policy for approval	Senior Leaders			
7	Approved by and date	September 2024			
8	Version number	4			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2024			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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### 1. Introduction

1.1. Our setting believes that the health and safety of children is of paramount importance.

This policy is based on the local authority's risk assessment processes, which follows these five steps:

1. Identification of risk: Where is it and what is?
2. Who is at risk: Childcare, staff, children, parents, visitors, etc.?
3. Assessment as to the level of the risk as high, medium, low. This is both the risk and the likelihood of it happening: as well as the possible impact if it did.
4. Control measures to reduce/eliminate risk: What you will need to do, or ensure others will do, in order to reduce the risk?
5. Monitoring and review: how do you know if what you have said is working, or is it enough? If it is not working, it will need to be amended, or maybe there is a better solution.

### 2. Aim of the policy

2.1 The aim of the policy is to ensure we make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

### 3. Implementation of the policy

Our risk assessment process covers adults and children and includes:

- 3.1 Checking for and noting hazards and risks indoors and outside, and in our premises and for activities.
- 3.2 Assessing the level of risk and who might be affected.
- 3.3 Deciding which areas need attention.
- 3.4 Developing an action plan that specifies the action required the time scale for action, the person responsible for the action and any funding required.
- 3.5 We maintain lists of health and safety issues, which are checked daily before the session.
- 3.6 Any risk assessment written must be shared with all staff within the setting.
- 3.7 Any Health and Safety issues are reported to the Site Supervisor immediately if children/staff are in immediate danger or emailed to the Site Staff.
- 3.8 Risk Assessments specifically for the setting are written and reviewed each year by Foundation Staff.

