

Risk Assessment Policy

Presented to	Date	Name (Chair)	Signature
Collegiate			
Trustees			
Review			

1. Policy

1.1. Risk assessments are completed to identify aspects of our Kindergarten that might pose a risk to children. They highlight aspects of our environment that need to be checked on a regular basis and how the risk can be minimised or removed.

1.2. All risk assessments must be reviewed at regular intervals as necessary.

1.3. Written risk assessments are available regarding specific issues to demonstrate how we manage risks in our Kindergarten.

2. Procedure

2.1. The following areas will be considered when a risk assessment takes place:

2.1.1. Boundaries and gates

2.1.2. Hazardous substances and equipment

2.1.3. Electricity

2.1.4. Socket covers

Michael House School Kindergarten

2.1.5. Doors, windows and glass

2.1.6. Floors and condition of furniture

2.1.7. Kitchen and food preparation/access to the kitchen, including hot appliances

2.1.8. Conditions of toys and other equipment.

2.2. To assess the risks posed to children and staff, the risk assessment form must be completed with the following details and adhered to by all involved:

2.2.1. The activity being assessed.

2.2.2. The location where the activity is taking place.

2.2.3. The hazards identified.

2.2.4. The actions taken to reduce the possible risks.

2.2.5. This must then be signed and dated by the person who has completed the risk assessment and reviewed regularly or as necessary.