

## Risk Assessment Policy

Aim: To ensure the safety of all children and adults in the preschool.

A daily risk assessment is carried out to check the children are safe.

A daily risk register is kept to identify risks, which may occur on a daily basis. These risks are identified, controlled and recorded by the manager.

A termly risk assessment is carried out twice a year in December and May and records all aspects of safety looking at:

1. Identification of the risk
2. Who is at risk?
3. Control measures in place
4. What further action is required?
5. Level of risk

Hazards recorded on the daily risk register are included within the termly risk assessment as necessary each term.

A copy of the risk assessment is kept on file within the Pre School. All staff are shown a copy of the latest risk assessment highlighting any change from the previous term. Staff are asked to let the Manager know of any issues that arise.

We require all staff to assess the preschool daily and log any HSE issues on the daily risk register.

### **Review**

The policy will be reviewed yearly, in May, and amendments and changes will be carried out in conjunction with the Pre School staff, through liaison by the Proprietor.