



## Overall Approach to Risk Assessment Policy

At Ribbons Preschool we take all reasonable steps to ensure staff and children in our care are not exposed to risks. We promote the safety of children, parents, staff and visitors by reviewing and reducing any risks

### Risk Assessments

Risk assessments document the hazards and aspects of the environment that needs to be checked on a regular basis. These include who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

The preschool carries out written risk assessments regularly (at least annually). These are regularly reviewed and cover potential risks to children, staff and visitors at the preschool. When circumstances change in the preschool, e.g. a significant piece of equipment is introduced or new activity or experience is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change. All staff are trained in the risk assessment process to ensure understanding and compliance of how they manage risks.

All outings away from the preschool are individually risk assessed and adequately staffed with paediatric first aid trained practitioners. For more details please refer to the visits and outings policy.

All risk assessments are carried out and stored electronically on Citation, which all staff have access to.

### Hints and tips

Please refer to the Health and Safety Executive's 'Five Steps to Risk Assessment' <https://www.hse.gov.uk/simple-health-safety/risk/index.htm> for further support with the risk assessment process. The Five Steps to Risk Assessment publication and risk assessment templates can be downloaded from the Health and Safety Executive's website at <https://www.hse.gov.uk/Citation> Plc can also offer further support with risk assessments at <https://www.citation.co.uk/>

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Signed on behalf of the preschool: K.Watkins-Freeman

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