

CAIRNDOW COMMUNITY CHILDCARE LTD Policy No.28
Risk Assessment Policy



This policy was drawn up in consultation with *committee and staff of Cairndow Community Childcare Ltd.*

Rationale

We have a duty to comply with the Health and Safety at Work Act and all associated regulations designed to protect the Health, Safety and Welfare of the Users and employees of these premises. In addition we have a duty of care to our users and employees including a requirement to prepare risk assessments in response to the identification of significant hazards.

Aims

- To provide a high standard of performance in ensuring the Health and Safety of children, parents, staff and other adults using these premises
- To reduce accident and sickness absence rates
- To develop a positive/proactive attitude to Health and Safety
- To ensure the involvement and co-operation of all adults and children in achieving the aims of this policy statement

Procedures

As a staff we will:

- Ensure premises are maintained in a safe, secure and comfortable condition
- Ensure equipment and systems of work are safe and without significant risk
- Ensure pre-use checks are made of the area and equipment in the indoor and outdoor environment
- Ensure that there is suitable and sufficient information, instruction training and supervision to meet health and safety requirements
- Ensure that new equipment/systems are checked for safety
- Ensure registers and visitors log are maintained
- Ensure systems for reporting accidents and incidents with a risk to health are in place
- Ensure that the accident/fire log is kept up to date and that fire procedures/drills are undertaken each month
- Record trends of sickness in staff, pupils and take appropriate action
- Ensure procedures are in place to deal with any foreseeable emergency situation
- Produce risk assessments for the premises and activities undertaken on the premises that constitute a potential risk
- Ensure assessments are shown to all new staff /helpers as part of the induction process

- Ensure that any new work routines/use of other premises/transport are considered for inclusion in risk assessment
- Display the policy statement and risk assessments
- Ensure that a written Record of Tour findings is displayed on the premises

Monitoring and Review

It is the responsibility of the Head of Centre along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.