**St Joseph’s Pre-school Playgroup**

**Risk Assessment Policy & Procedure**

**Statement of intent**

We are committed to assessing risks and hazards in order to provide challenging and varied opportunities for children whilst ensuring their safety.

**Methods**

* The Managers ensure regular risk assessments of the premises are carried out indoors and out, before any outings, and when other activities are conducted to identify any hazards or risks, and that actions are taken to minimise the risks.
* Children are encouraged to do their own risk assessments (as applicable to their ages and stages of development) of activities to identify what might happen and what can be done to reduce the hazard/risk.
* Frequency of risk assessments carried out:
  + when there is a change of equipment/resources or to the premises
  + to meet the particular needs of a child
  + if an incident has occurred
  + reviewed at least every 12 months
* Not all risk assessments need to be written; the Managers will decide what needs to be formally recorded. Those risk assessments which are written down will include a date and signature of the person carrying out the assessment.
* Daily checklist – a visual inspection will be carried out of the premises and equipment before children arrive. Actions will be taken to minimise any risks from hazards identified immediately.
* Any accidents or incidents will be recorded and monitored to identify further steps to be taken.
* Ofsted will be informed of any significant accidents or injuries. as well as complying with RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations 1985).
* **Outings –**

1. The Managers will carry out a specific risk assessment of each new outing to establish the risks and what needs to be put in place. This may include an increase in the child/adult ratio.
2. We will obtain parental permission for outings
3. We take a first aid kit, emergency contact details, a mobile phone and any specific equipment needed for the children
4. Where possible, for longer/further afield outings, we use high visibility tabards for children and staff to wear.

Signed on behalf of St Joseph’s Pre-school Playgroup Limited:

Name………………Mandy Morgan ………………………………

Role……………Manager ………………………………….

Date……………15/09/23……………………………………