

Sandbank and Valley Nursery Schools Federation

Risk Assessment Policy and Procedure



September 2024

Risk Assessment Policy & Procedure

Risk Assessments will be carried out wherever it is deemed appropriate to consider the safety of children. Local authority guidance is followed in relation to the completion of risk assessments. Formal risk assessments are undertaken of continuous provision and specific activities but all staff have a responsibility to assess risk throughout their work and intervene to ensure suitable controls are in place to protect children, adults and visitors at all times.

When

Elite Safety review risk assessments at the beginning of the academic year to cover continuous provision and then throughout the year as when changes are made or new activities are planned.

Local authority guidance must be followed when planning off-site visits and written risk assessments are completed and approval from the Education Visits Coordinator and the Head Teacher must be completed before the visit takes place. To ensure that risk assessments can be carried out accurately, the lead person must undertake visits to assess risks and discuss their assessments with the Education Visits Coordinator who will gain approval from the Head Teacher so that the visit can take place.

How

Following local authority guidance, the generic assessment record must be used to record the assessment of risk. Consideration must be given to each element of the activity or environment and details of controls that should be in place to reduce risks.

By Whom

All staff are encouraged to contribute to the formal risk assessment process and will be supported by Senior staff to ensure formal assessments accurately reflect the measured risk. All staff have a responsibility to assess risks at all times and take the necessary actions to protect children and other adults in the setting.