

# Risk Assessment Policy

## Statement of Intent

We make our setting a safe and healthy place for children, employees, volunteers, parents and visitors.

## Aim

To ensure that we protect the health and welfare of all employees, volunteers, children, parents and visitors. The risk assessment process is a key element to ensure that appropriate measures are identified to assist in the achievement of this aim.

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and activities. This includes activities away from the setting.
- assessing the level of risk and who might be affected.
- deciding which areas need attention.
- developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- anything which a child may come into contact with during a session.
- For activities away from the setting e.g. outings, we will consider the appropriate adult to child ratios.

This risk assessment is recorded in writing and details are held in the NAP cabinet in the NAP Club room.

NB: Employers with 5 or more employees must have a written risk assessment) and is reviewed twice a year.

We maintain lists of health and safety issues, which are checked:

- daily before the session begins.
- as and when a new risk or change is identified.
- twice a year - when a full risk assessment is carried out.

**Date to be reviewed:** July 2025

**Date amended:** July 2022

**Date signed off:** July 2022

**Signed:** Tom Colquhoun

**Signed:** Kathleen Williams