



CVSE Risk Assessment Policy

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Risk Assessment Policy

Purpose of the policy

At Calder Valley Steiner Education the welfare of the children is paramount, therefore it is essential that risks to the health and safety of our pupils, staff, buildings, grounds, visitors and events are effectively controlled through regular risk assessments that are duly acted upon.

All risk assessments for all aspects of activities, both on site and off site, are available with the relevant teacher or in the site office.

The Risk assessment paperwork will be completed and held in the office.

All trips will be risk assessed as part of the planning process and appropriate paperwork will be completed.

Carrying out Risk Assessments

Risk Assessments should be carried out by either:

- Early Years Centre manager
- Other experienced persons such as trustees or visiting staff undertaking activities at the Kindergarten or Stay and Play.

Features of Risk Assessments

Risk Assessments should identify the following:

- hazards
- the persons who might be affected
- the level of risk
- what effective control measures could be put into place

When Risk Assessments should be done

- when encountering a new and potentially hazardous situation
- on all kindergarten walks, trips and off-site visits (additional policy available)

- when going into an area that can have a change since the last time, such as land where you may find brambles have grown, surfaces have become slippery since the last time you visited
- on the EYFS areas, such as classrooms, playgrounds etc. with the every-day checklist
- daily fire and building risk assessments (e.g. checking fire exits are clear)
- in a situation where you are unsure of the environment
- before using new tools/equipment
- Kindergarten areas, a daily risk checklist to be completed

Kindergarten

- Every day a senior staff member must check the inside area and outside area before the children come into that area.
- To include children must ask to use the toilet
- Children must go to the toilet 1 at a time unless supervised by an adult
- The teacher must indicate this check has occurred
- To include areas where it is difficult to see and hear the child's play
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Fire Risk

- The designated person(s) must check the risks daily and record.
- The person undertaking the check must indicate this has occurred
- A full recorded risk assessment of fire safety is to be done annually by a Fire Marshall.

Newly Identified Hazards

Once a new hazard has been identified then the following procedure takes place:

- a thorough risk assessment is undertaken
- The appropriate person/s are notified of this and implements the safety measures as needed;
- if the risk can be removed at the time (i.e. cutting back branches) then do so and record this on the risk assessment.

Effectiveness of the Policy and Risk Assessments

- CVSE takes the view that this policy will be effective only if those responsible ensure consistency by regular discussion in teachers, Pedagogy meetings and Trustees meetings
- Regular audits of risk assessments are required
- All staff will sign the relevant risk assessments to ensure they have read and understood them
- Risk assessments will be rewritten as deemed necessary
- Risk assessments will be checked annually to ensure things have not changed

Ensuring compliance

- Regular audits of risk assessments to be undertaken and held in the office

Related Policies

- Health & Safety