



Risk Assessment Policy

Policy statement

Tansor Playgroup believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Procedures

- 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 for activities;
 - assessing the level of risk and who might be affected;
 - deciding which areas need attention; and
 - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked termly when a full risk assessment is carried out. We also carry out basic checks on a daily basis before the session begins.

This policy was adopted at a meeting of

Tansor Playgroup Committee

Held on

19th January 2010

Date to be reviewed

January 2011

Signed on behalf of the management committee

Faye Betts

Role of signatory (e.g. chair/owner)

Jt Chair of Playgroup Committee