**Soroba Young Family Group**

**Risk Assessment Policy**

**Staff Involvement**

This policy was drawn up in consultation with all staff members of Soroba Young Family Group

**Rationale**

We have a duty to comply with the Health and Safety at Work Act and all associated regulations designed to protect the health, safety and welfare of the users and employees of these premises. In addition we have a duty of care to our users and employees including a requirement to prepare risk assessments in response to the identification of significant hazards.

**Aims**

To provide a high standard of performance in ensuring the health and safety of children, parents, staff and other adults using these premises.

To reduce accident and sickness absence rates

To develop a positive/pro-active attitude to health and safety

To ensure the involvement and co-operation of all adults and children in achieving the aims of this policy statement

**Procedures**

As a staff we will:

Ensure premises are maintained in a safe, secure and comfortable condition.

Ensure equipment and systems of work are sage and without significant risk

Ensure pre-use checks are made of the area and equipment in the indoor an outdoor environment

Ensure that there is suitable and sufficient information, instruction training and supervision to meet health and safety requirements

Ensure that new equipment/systems are checked for safety

Ensure registers and visitors log are maintained

Ensure systems for reporting accidents and incidents with a risk to health are in place

Ensure that the accident/fire log is kept up to date and that fire procedures/drills are undertaken each month or at least once a term

Record trends of sickness in staff, pupils and take appropriate action

Ensure procedures are in place to deal with and foreseeable emergency situation

Produce risk assessments for the premises and activities undertaken on the premises that constitute a potential risk

Ensure assessments are shown to all new staff/helpers as part of the induction process

Ensure that any new work routines/use of other premises/transport are considered for inclusion in risk assessment

Display the policy statement and risk assessments

Ensure that a written Record of Tour findings is displayed on the premises

**Monitoring and Review**

It is the responsibility of the Head of Centre along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.