

Overall Approach to Risk Assessment NMS 22.6, 24.11, 24.18, 24.25, 24.26, 24.27

Ultimately the employer is accountable for health and safety and therefore cannot delegate health and safety duties. We require staff to cooperate with them and to follow what they are told. There is no problem asking staff to do something e.g. a risk assessment, which is part of the policy, but it remains the employer's duty to ensure it is done and that it is suitable and sufficient. Our Operational Manager Richard Walters is responsible for overseeing that risk assessments are completed and all Health & Safety requirements are met.

We promote the safety of children, young people, parents, staff, sessional workers, students, volunteers and visitors by reviewing and reducing any risks.

Risk assessments

Risk assessments document the hazard/aspects of the environment. It needs to be checked on a regular basis, with emphasis on who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

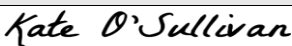
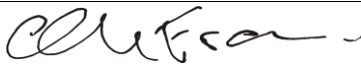
We carry out written risk assessments regularly for the activities on offer, the setting and we have an overall risk assessment of the building and all its activities, projects, courses etc., which is checked (at least annually). The risk assessments are regularly reviewed and cover potential risks to children, young people, staff, sessional workers, students, volunteers, parents/carers and visitors at the setting. When circumstances change in the setting, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change. All staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from the setting are individually risk assessed and adequately staffed with paediatric first aid trained practitioners. For more details refer to the visits and outings policy.

Further information can be obtained from:

Please refer to the Health and Safety Executive's 'Five Steps to Risk Assessment' www.hse.gov.uk/risk/fivesteps.htm for further support with the risk assessment process. The Five Steps to Risk Assessment publication and risk assessment templates can be downloaded from the Health and Safety Executive's website at www.hse.gov.uk

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager		13.10.2025
Olive Frances Vice Chair of Trustees		13.10.2025