

## **RISK ASSESSMENT POLICY**

Every half term risk assessment is undertaken of the inside and outside areas of the setting looking at probable risk – Susan Crossley - Director/ Debra Fisher - Risk Assessment Officer (W1), Lisa Davis – Risk Assessment Officer (W2).

(Records in Risk Assessment file)

Daily risk assessments are undertaken by Risk Assessment Officer (or Deputy) before each session and schedule is completed.

Toilets, floor areas and tables are to be kept clean by all members of staff before, during and after each session.

Any concerns to be reported to the Health and Safety Officer and logged in Health and Safety book.

At the end of each half term any problems are reported back to the Director.