

## **NANYIMA RISK ASSESSMENT POLICY**

### **POLICY STATEMENT**

Nanyima aims to ensure that all activities, materials and equipment are safe for use by the children, families and staff who attend our service. At Nanyima, child safety is our highest priority. We adopt a reflective practise towards safety at the service and continually evaluate and review the safety procedures that we have in place.

### **PURPOSE**

To ensure that any hazards associated with activities, materials and equipment are identified and removed or minimised to an acceptable level of risk.

Nanyima understands that encouraging risk taking within reason is important for children to continue to develop, but these risks are assessed to ensure that any risks are appropriate to the age and stage of development of the children and young people involved.

### **WHO IS RESPONSIBLE?**

It is the responsibility of all staff to ensure that risks to staff, parents and children are minimised or eliminated whenever possible.

It is the responsibility of the Coordinator and Director to track accidents/injuries at the service and ensure that risk assessments are completed for major accidents/injuries or recurring accidents/injuries.

### **PROCEDURES**

Risk assessments must be carried out on all existing and new activities, which pose a potential hazard, that take place in the service, during incursions or during excursions. It is identified that some activities with a low level of risk will not be assessed for risk on every occasion; however, these risk assessments will be reviewed on a termly basis and signed by the member of staff reviewing the risk assessment to ensure that it is still valid.

Risk Assessments are carried out in order to turn identified hazards into risks that are acceptable for the children and young people in the setting. Risk assessments commonly look at the activity that is planned; identify hazards associated with the activity and come up with strategies to reduce the hazard to an acceptable level of risk.

Hazards are identified as something that will cause harm to one or more people if controls are not put in place to minimise their impact. Risks are identified as something that may cause harm to one or more persons depending on what controls are put in place.

### **RISK ASSESSMENT PROCEDURE**

When performing a risk assessment, the member of staff looks at the following elements:

- The Activity
- The Hazards
- Who might be harmed and how
- Control Measures already in Place
- Additional control measures that need to be put in place (what measures will you put into place to reduce the hazard)