

- 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;
  - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- The risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.
- See also Outings Policy

### Legal framework

- Management of Health and Safety at Work Regulations 1992

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| This policy was adopted at a meeting of      | Melbourn Playgroup and Out of School Club CIO Management Committee |
| Held on                                      | 14/03/18   |
| Date to be reviewed                          | 2018-19 cycle  |
| Signed on behalf of the management committee |  |
| Name of signatory                            | Lisa Bamber & Janet Cottenden                                      |
| Role of signatory (e.g. chair/owner)         | Co - Chairs  |