



Montessori Córdoba International School

Risk Assessment Policy and Procedure

Introduction

At Montessori Córdoba International School we are committed to proactively identifying and managing risks within our day to day today activities. The need to identify risks both on a clinical basis and operational basis is paramount in safeguarding the health and wellbeing of clients, staff, children and other users.

Risk assessments are vital in identifying issues that could harm people. The aim is to ensure that no one is injured or becomes ill due to conditions in the nursery or because of poor working practices. By identifying risk we will apply preventive and protective measures to create a healthier environment for all.

Objective

The policy aims to:

- Inform staff of their responsibilities for undertaking risk assessments and acting on the result
- To ensure all risk assessments are recorded and reviewed on a regular basis
- Scope of policy
- We maintain lists of health and safety issues, which are checked regularly and a full risk assessment is carried out.

The policy applies to all employees working at Montessori Córdoba International School.

All staff working at Montessori Córdoba International School will be expected to undertake risk assessment relevant to their work activities and take preventative measures to reduce the risk. These risk assessments must be shared with all staff at the setting.

Risk Assessment Policy and Procedures

Risk Assessment is the assessment of individual risks through identification of hazards followed by analysis of the risk from the hazard to see if harm is likely to be caused.

Hazard – a hazard is something that has the potential to cause harm e.g. electricity, gas, chemicals etc.

Risk – is the likelihood that the harm from a particular hazard could happen and the chance the risk could cause harm either great or small

Plans – are the measures put in place to prevent the risk causing harm



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Risk Assessments Process

One of the main problems when carrying out a risk assessment is the identification of risks. The main purpose of a risk assessment is to identify significant risks followed by more trivial risks.

Acceptability of Risk

Not all risks can be avoided or eliminated therefore some risks have to be 'accepted'. Acceptable risk is those risks that have been identified, assessed and graded.

Outings:

Written parental permission must be obtained for children to take part in outings. Risks must be identified and steps taken to remove, minimise or manage risks and hazards. This must include consideration into safe adult/child ratios. These risk assessments is required to be in writing and must be carried out.

Associated Policies/Documents

Reference should be made to the following Policies if they connect to a Risk Assessment:

- Accident and incident policy
- Security policy
- Health and safety policies

Training and assistance in completing risk assessments will be provided.

The setting carries out risk assessments on:

- Materials and equipment within the setting,
- Structure of building; including stairs, toilets and landings.
- Layout of class rooms
- Garden area
- Car park area
- Outings
- Pregnant staff
- Manual handling

Signed at board meeting.....

Date.....

Adopted at staff meeting.....

Date.....

Review Date.....