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Charity ref: 1147389  
Ofsted: EY457353

## **Risk Assessment Policy**

It is a legal requirement under the Statutory Framework for the Early Years Foundation Stage to provide provision for assessing risk:

- Within the environment (paragraph 3.64)
- Outings (paragraph 3.65)

### **Environment**

The Children's Ark assesses risk by a member of staff completing a daily risk assessment sheet of the environment at the beginning of each day. Room and fridge/freezer temperatures are also recorded and maintained to appropriate levels. The sheet will detail any actions required and is filed at the end of the week in the daily risk assessment box in the office.

Any further risks discovered by staff during their work are reported to the health and safety officer (Michaela Gibling) or her deputy (Kimberly Williams) during the session or at the fortnightly staff meeting. These are recorded in the incident book, along with actions taken.

Each accident is reviewed and signed off by Kim or Caroline in order to identify risks and hazards and to spot possible patterns of accidents. The accident book is reviewed at each staff meeting.

As staff, we deem some risks to require written risk assessments which are reviewed annually on a rolling programme (see clear folder with policies and procedures) or more frequently as necessary.

The individual needs of adults and children are considered in risk assessments, e.g. the needs resulting from pregnancy.

### **Outings**

At The Children's Ark, we believe in the importance of taking the children out into the local environment on walks and visits. General risk assessments for local walks are revised annually or more frequently in the light of experience.

If we take children on outings further afield these will be individually risk assessed by the manager and staff will have read and signed them before the visit.

This policy was adopted at a staff meeting of The Children's Ark:

Signed.....

Print Name.....

Dated.....

And at The Children's Ark committee meeting:

Signed by chairperson..... Print Name.....

Dated.....

Date of review.....