

18. Risk Assessment Policy & Procedure

18.1 Statement

Wyke Community and Children's Centre will complete risk assessments for all work activities to determine the risks to the health and safety of our employees, visitors and service users. We will take all reasonable steps to ensure that the risk assessments detail the range of potential hazards and risks and the condition of our premises (including alternative settings from which our services are delivered) together with any remedial actions needed. Individual room risk assessments are also carried out throughout the day to prevent or remove any possible risks, these are kept on file for further reference. Overall risk assessments are completed and reviewed yearly or whenever new resources/furniture are brought in the nursery these are updated where necessary.

18.2 Implementation & Procedure

We will ensure that each lead worker responsible for the individual work activity completes a risk assessment to:

- Identify what the hazards are and the people who may be harmed by the hazard.
- Disregard insignificant hazards.
- Evaluate the risks from identified hazards.
- Ensure all aspects of work activity are reviewed, including routine and non-routine activities.
- Take into account any existing control measures.
- Take account of the way in which the work is organised and the affects this can have on health.
- Take account of the risks to the public.
- Take account of the need to cover fire risks.
- Enable us to prioritise remedial actions.

18.3 Roles and Responsibilities

All lead workers have a responsibility for carrying out appropriate risk assessments for the work activity that they are lead worker for.