

RISK ASSESSMENTS

The following forms are completed to ensure awareness of hazards and likelihood of difficulties or dangers arising towards the children, visitors and staff on our premises or when in our care, on an outing, and action taken.

To address the risk presented.

Health & Safety Officer: Didi Manika

- Annual review of Health & Safety of floors, fences, storage, water and waste disposal, heating, kitchen area, stairs, entrance, office, furniture, toilets.
- Outing Risk Assessment: long, short and regular trips
- Kitchen safety check list
- Hazard book to record breakages on premises
- Fire drill and Fire and Safety Maintenance Logbook
- Daily Health & Safety check for classroom, backyard, toilets and hallways.

This policy was adopted on August 2023

Date to be reviewed August 2024

Signed on behalf of the management committee

Name of Signatory **Mary Ann Lovage**

Role of Signatory **Chairperson**