

At Oxford Spires International, we understand the importance of ensuring that systems are in place for checking that our setting is a safe and secure place for children, staff and other visitors.

Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place.

They are the responsibility of all staff as part of their daily duties.

- The Centre Manager will ensure that risk assessments are completed, and if judged necessary, logged and effectively monitored
- All staff are required to read, understand and contribute to risk assessments and be aware of the process of putting risk assessments in place
- Written risk assessments will be carried out for the environment of the setting, any activities that are deemed to have a medium to high risk and for off-site excursions
- Each written risk assessment is dated and states when it needs to be reviewed - this will be at least annually or when there is any change to circumstances, equipment or resources, any change to the premises, or when particular needs of a child or other visitor necessitates this
- The Centre Manager is responsible for conducting any necessary reviews or making changes to existing risk assessments in the light of any potential risks that they or other members of staff discover
- Staff will be encouraged to risk assess all activities, and equipment at all times, though not all of these will necessarily be put in writing. They will be asked to consider:
  - What is the hazard?
  - Who is at risk?
  - What could happen?
  - How can the risk be minimised?
  - What needs to be done?
  - Once action has been taken to reduce the risks, do the benefits of doing the activity outweigh the risks involved?
- A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out on daily basis using a checklist
- Staff will be vigilant and continuously aware of any potential risks to health and safety

