**Busy Bodies Child Care Centre Ltd**

**Risk Assessment Policy**

The designated person for Health and Safety will conduct risk assessments and review them regularly - at least once a year or more if frequently where the need arises.

Person (s) responsible for Health and Safely.. Laura Meredith and James Boddey

The risk assessment will identify aspects of the environment that need to be checked on a regular basis ; the risk assessments will be kept on the premises. The Officer in Charge will determine the regularity of these checks according to their assessment of the significance of individual needs and risks.

The Officer in Charge will take all the necessary steps to ensure that hazards to children (both indoors and outdoors) are kept to a minimum, through daily and monthly health and safety checks.

Risk assessments will cover anything that the child may come into contact with.

The premises and equipment will be cleans and all staff are aware of the requirements of health and safety and regular training takes place.

Please see other relevant polices and procedures on risk assessment.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed……………………………………………………….

Signed ………………………………………………….. Signed……………………………………………………….

Signed ………………………………………………….. Signed……………………………………………………….

Signed ………………………………………………….. Signed……………………………………………………….