



A world in which Autism is celebrated.

Registered Charity No. 1152188

Health and Safety

29. Risk Assessment.

Policy statement

This setting believes that the health and safety of children/young people is of paramount importance. We make our setting a safe and healthy place for all service users, staff and volunteers by assessing and minimizing the hazards and risks to enable the children/young people/vulnerable adults to thrive in a healthy and safe environment.

The basis of this policy is risk assessment. Sunbeams risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children/young people, parents/carers, cooks, cleaners etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Procedures

- Our risk assessment process covers adults, children and young people and includes:
 - checking for and noting hazards and risks indoors and outside, in our premises and for activities.
 - assessing the level of risk and who might be affected.
 - deciding which areas need attention
 - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.

- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly basis. A full risk assessment is carried out reviewed every term.

Legal framework

Management of Health and Safety at Work Regulations 1992, 1999, 2006.

Further guidance

Five Steps to Risk Assessment (HSE 2006)

This policy was adopted on

20th April 2015

Policy updated

August 2025

Date to be reviewed

April 2026

Signed on behalf of the management committee

Name of Signatory

Role of Signatory

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	18/08/2025