

## **Guidance on Risk Assessments**

### Principal Statement

All staff members have a responsibility to maintain high levels of safety in and around the workplace. The risk assessment highlights potential 'risky' areas of practice. Staff must follow recommendations and actively seek to reduce levels of risk in their work.

### Key Principles

- It is the responsibility of the Manager to frequently update and review annually Step by Step's risk assessments of each area and satisfy herself that everything possible has been done to minimise risk in the workplace in accordance with health and safety at work.
- Any activity involving taking children out requires an Activity Risk Assessment to be completed. This must be done prior to the session taking place. The Activity Risk Assessment must be completed in conjunction with the Child's Risk Assessment. All Risk Assessments to be filed.
- Children attending Step by Step may have to have a risk assessment for behaviour or moving and handling (where applicable) completed by their key worker. These must be reviewed and updated as part of the care plan.
- Fire Officers must ensure that fire risk assessments are carried out for all parts of the building and that they are regularly reviewed.
- Staff have a responsibility to report potential dangers around the building to the Handyperson and the Church Manager.
- A risk assessment will be done for the mini bus and staff car's.