



## Children of the World Montessori School

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### Risk Assessment Policy

#### Rationale

Children of the World Montessori School places the health, safety and welfare of staff, children and adults as its highest priority. We aim to keep children and adults safe by undertaking rigorous and thorough risk assessments on all aspects of the school's work.

Children of the World Montessori School has written this policy to ensure best practice and procedures are carried out at the school. The policy complies with principles and requirements of the Early Years Foundations Stage Framework.

#### Aims

Children of the World Montessori School will ensure that it carries out its duties, as outlined in the Management of Health and Safety at Work Regulations, by undertaking regular risk assessments in the School.

We will ensure that any necessary action arising from the risk assessments is carried out as quickly as possible.

We will regularly review risk assessments to ascertain whether they are still relevant and if any further action is required to lower the potential risk of harm.

We will ensure that reviews of risk assessments will take place annually or more frequently if a significant change has occurred which means the risk assessment is no longer relevant.

#### Recording and Reporting Accidents and Incidents

At Children of the World Montessori School any incidents or accidents must be recorded in the Incident Record Book or the Accident Record Book.

The recording of each incident/accident will contain the following information:

- The time, date and brief description of the incident/accident.
- Details of the child/adult involved in the incident/accident.
- Description of the nature and location of any injury sustained.
- Action taken and by whom.
- The member of staff recording the incident/accident must sign the report and get the report countersigned by another member of staff who was present at the time of the original incident.
- The parent will also sign the accident/incident book.

Any accident or injury reports will be analysed as part of the risk assessment process to assist with the identification of potential hazards and risks to School users.

## **Roles and responsibilities**

The manager has overall responsibility for ensuring that risk assessments are undertaken for all services and activities offered at the School.

Children of the World Montessori School is responsible for ensuring that staff members receive relevant training to provide them with the necessary skills and knowledge to undertake accurate risk assessments.

The manager is responsible for sharing risk assessments with relevant staff, professionals and adults in the school.

The manager will ensure that members of staff adhere to the actions outlined in the risk assessments.

The manager is responsible for ensuring that risk assessments are reviewed annually or sooner if a significant change occurs before the review date.

The manager is responsible for making amendments to the schools' policies or procedures in the light of any potential hazards and risks identified.

The manager is responsible for ensuring that immediate action is taken to reduce the risk of any potential hazard.

Staff members who identify potential hazards must notify the manager and ensure that a record is made in the incident record book.

Risk assessments are monitored by the school owners.

Reviewed 22/10/18