

**OVERTON PLAYCENTRE**

**Risk Assessment Procedure**

Document History

|  |  |  |
| --- | --- | --- |
| Date | Approved By Committee (signed by Chair) | Revision Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**This document is approved and authorised for application within Overton Playcentre.**

|  |  |
| --- | --- |
| **POLICY** | **Risk Assessment Procedure** |
| **SETTING** | **OVERTON PLAYCENTRE** |
| **AIMS** | Risk assessment is a fundamental process for ensuring health and safety in the workplace This procedure aims to set out instructions for carrying out risk assessments. This Risk assessment is a working document, which is updated by review and is based on basic principles outlined in our Health and Safety Policy.  The Purpose of the risk assessment is to systematically identify all hazards related to the activities undertaken at Overton Playcentre. On identifying the hazard and who is affected by it we can look at ways to remove or use controls that will reduce the risk of the hazard occurring to as low as reasonably practicable.  Such controls that are used to reduce hazards will be used within the daily system of work and briefed as part of training for specific tasks. |
| **Objectives, Statements and Procedures** | **Definitions:**   * **Hazard:** The potential for something to cause harm. * **Risk:** The likelihood that harm will occur in the particular circumstances. There are two main components, the likelihood of the failure occurring and the severity of the consequences. * **Risk Assessment:** Identify the hazards, evaluate and control the risks. * **Control Measure:** Methods used for reducing the risk to ‘as low as reasonably practicable’. (i.e. substitution, isolation, limit exposure, warning systems,)   **Conducting the Risk Assessment.**  The five steps to conducting a risk assessment are:   1. **Indentify the hazards**. Systematically identify all significant hazards that exist from work activities. Assessor should consult with the staff who actually carrying out the activity. 2. **Evaluate the Risk**. Identify the likelihood of harm actually occurring and the severity of likely injury/damage to occur. Identify the people who could be affected. 3. **Implementing control measures**. Remove the hazard or control its possible impact. 4. **Recording the findings**. Record all significant findings e.g. it is not necessary to record the possibility that someone might slip on a clean, dry, level floor. Findings of the assessment must be communicated to affected personnel. 5. **Monitoring and reviewing the assessment**. Risk assessments shall be reviewed annually and when there is a change in circumstances, such as new equipment or implementation of control measures. |