



# Risk Assessment Policy

## Policy Statement

Play, Learn, Grow! Cannock is committed to providing a safe environment for all babies, parents and caregivers attending sessions. Risk assessments are carried out to identify potential hazards and reduce risks as far as reasonably practicable. This policy outlines the approach taken to risk assessment and ongoing safety management.

Due to the parent-accompanied nature of sessions, parents and caregivers remain responsible for supervising their baby at all times. Risk assessments are used to support safe delivery of activities, equipment use and session layout.

## Purpose of Risk Assessments

Risk assessments are carried out to:

- Identify potential hazards
- Reduce risk of injury
- Support safe session delivery
- Ensure equipment is used safely
- Maintain safe room layout
- Protect babies, parents and caregivers
- Support compliance with health and safety requirements
- Review incidents and improve practice

Risk assessments form part of the overall health and safety approach.

## Areas Covered by Risk Assessments

Risk assessments may include consideration of:

- Venue environment
- Room layout
- Flooring surfaces
- Entry and exit routes
- Trip hazards
- Equipment setup
- Soft play arrangement
- Sensory equipment
- Lighting levels
- Temperature
- Space for movement
- Storage of bags and belongings
- Cleaning and hygiene
- Manual handling
- Emergency exits
- Fire evacuation routes

Each session is assessed to ensure it remains safe.



### **Equipment Risk Assessment**

Equipment used at Play, Learn, Grow! Cannock is risk assessed to ensure it is:

- Age appropriate for 0–13 months
- Stable and secure
- Free from sharp edges
- Free from small detachable parts
- Clean and hygienic
- Suitable for intended use
- In good condition

Damaged or unsuitable equipment is removed immediately.

### **Activity Risk Assessment**

Activities are planned with safety in mind. Consideration is given to:

- Developmental stage of babies
- Space available
- Supervision by parents
- Movement during activities
- Use of props
- Sensory materials
- Lighting and sound levels

Activities may be adapted where necessary to maintain safety.

### **Venue Risk Assessment**

Venues are assessed to ensure they provide:

- Adequate space
- Safe flooring
- Clear exits
- Suitable temperature
- Clean environment
- Safe access and entry
- Suitable toilet facilities where available

Any concerns identified will be addressed where possible.

### **Ongoing Risk Management**

Risk assessments are not static and are reviewed regularly. This includes:

- Visual checks before each session
- Monitoring during sessions
- Adjusting layout if required
- Removing hazards where identified
- Reviewing equipment condition
- Considering feedback from parents

Immediate action will be taken if a risk is identified.



## **Recording Risk Assessments**

Risk assessments may be documented and reviewed periodically. This helps:

- Maintain consistency
- Support safe practice
- Record changes
- Review incidents
- Update procedures

Records are stored securely.

## **Responding to Identified Risks**

If a risk is identified:

- Hazard will be removed where possible
- Area made safe
- Equipment removed if necessary
- Layout adjusted
- Parents informed if required
- Risk assessment updated

Safety will always take priority.

## **Parent and Caregiver Responsibilities**

Parents and caregivers play an important role in managing risk and are responsible for:

- Supervising their baby at all times
- Using equipment safely
- Following session guidance
- Being mindful of trip hazards
- Informing of any safety concerns
- Managing their baby's behaviour

Cooperation helps reduce risk for all attendees.

## **Review of Risk Assessments**

Risk assessments are reviewed:

- Regularly
- When new equipment is introduced
- When venue changes
- Following an accident or incident
- When activities change
- When new risks are identified

This ensures sessions remain safe.



### **Commitment**

Play, Learn, Grow! Cannock is committed to identifying and reducing risks wherever reasonably possible. Risk assessments form part of ongoing safety procedures and help ensure a safe, welcoming and enjoyable environment for all babies, parents and caregivers attending sessions.

**Date of Policy: April 2026**

**Date of Policy Renewal: April 2027**

Signed: Rebecca Marfell

8<sup>th</sup> April 2026