



Children of the World Montessori School

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Risk Assessment Policy

Policy Statement

Children of the World Montessori School (COTWMS) places the health, safety and welfare of children, staff and visitors at the centre of its practice. Risk assessment is used to identify significant hazards, consider who may be harmed and take proportionate action to reduce risk.

Our approach reflects the Early Years Foundation Stage statutory framework and relevant health and safety requirements. Risk assessment supports safe practice while recognising that children also benefit from appropriate opportunities to explore, develop independence and learn to manage everyday risks.

Aims

COTW will:

- identify significant hazards associated with the premises, activities, equipment and routines;
- put appropriate control measures in place to reduce risks to an acceptable level;
- ensure staff understand and follow relevant control measures;
- review risk assessments regularly and whenever circumstances change or an incident indicates that further action may be needed.

Our Approach to Risk Assessment

Risk assessment is a proportionate process. A separate written assessment is not required for every ordinary activity or minor everyday risk. Staff are expected to remain alert to changing circumstances throughout the day and to use professional judgement to keep children safe.

Written risk assessments will be used where appropriate for significant hazards, areas of the premises, particular activities or equipment, outings and other circumstances where a recorded assessment is needed.

When assessing risk, we consider the hazard, who may be affected, the likelihood and potential seriousness of harm, existing precautions and whether further action is required.

Action and Review

Where a hazard is identified, appropriate action will be taken as soon as reasonably practicable. Where there is an immediate risk of serious harm, the activity or area will be made safe without delay.

Risk assessments will be reviewed at least annually and sooner where there is a significant change, new equipment or activity, an accident or incident, or reason to believe that existing control measures are no longer sufficient.

Daily Practice and Premises

Staff carry out ongoing visual checks of the environment and equipment as part of normal daily practice. Hazards or defects must be dealt with where possible and reported promptly. Areas or equipment that cannot be made safe immediately will not be used until appropriate action has been taken.

Accidents and Incidents

Accidents and incidents are considered when reviewing risk and identifying whether changes to practice, equipment or the environment are required. Recording, parent/carer acknowledgement and notification requirements are set out in COTW's First Aid Policy and other relevant procedures.

Outings and Activities Away from the Setting

Outings and activities away from the setting will be appropriately risk assessed. The assessment will take account of the destination, journey, supervision, individual children's needs, emergency arrangements and any other significant hazards. Staffing and supervision arrangements will be determined according to the circumstances and the needs of the children.

Roles and Responsibilities

The school owners/Head Teachers have overall responsibility for ensuring that suitable risk-assessment arrangements are in place and reviewed.

All staff are responsible for:

- following agreed safety procedures and control measures;
- remaining alert to hazards and changing circumstances;
- taking immediate reasonable action where necessary to protect children or adults;
- reporting hazards, defects, accidents and incidents promptly.

Relevant risk assessments and changes to procedures will be shared with staff as necessary. Staff will receive appropriate information, instruction or training to carry out their responsibilities safely.

Monitoring

The school owners monitor risk-assessment arrangements and will amend policies, procedures or working practices where reviews identify that changes are required.

Reviewed and updated: September 2026

Review date: September 2027