

# Low Farm Therapy Centre

## RISK ASSESSMENT POLICY

*Written by Ruth Lo/Nick Lo October 2015*

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### What is Risk Assessment?

Risk Assessment is being aware of the need to identify and minimise the risk of accident and injury. When planning any activity, you should think about what could go wrong, what accidents might happen and what injuries could result. Using the attached Risk Factor Matrix it is then possible to determine how severe the risk attached to such an activity might be. If the risk is too high, the activity should not go ahead. If the risk is quite high, steps should be detailed to reduce that risk. If the risk is low, then the activity can take place as planned, needing no further action.

### When should Risk Assessment take place?

When a new activity is being planned a Risk Assessment must be part of the planning process. If an activity is being repeated (e.g. weekly, annually etc) risk assessment should be reviewed, but a new record need not be submitted if the activity and the identified risks have not changed.

A daily risk assessment should be performed, and recorded using the daily risk assessment sheet, when children are attending the centre. Any identified risks must be addressed, and if it is not possible for it to be made safe Nick or Ruth Lo informed immediately.

Should a child display any behaviour which puts themselves or others at risk this should also be risk assessed using the Child Risk Assessment form. Should a Child Risk Assessment need to be completed Ruth Lo must be informed.

### How should Risk Assessment be recorded?

The Low Farm Therapy Centre Risk Assessment Procedure Form and/or the Child Risk Assessment form are used, and provide evidence that risks have been considered, evaluated and steps taken to minimise those risks.

### Who should get a copy?

The form/s should be shown to the Director of Operations. A copy of any Low Farm Therapy Centre Risk Assessment Procedure Forms should be placed in the risk assessment folder in the office. A copy of any Child Risk Assessment form should be shared with parents and placed in the child's individual file.

**IF A RISK ASSESSMENT RECORD IS NOT FILED AN ACTIVITY WILL NOT BE ALLOWED TO TAKE PLACE.**

