



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Risk Assessment Policy (Updated for 2025)

Policy Statement

The health, safety, and well-being of children, parents, staff, and volunteers remain our highest priority. We aim to provide a secure environment where children can explore and develop safely while acknowledging the importance of manageable risks.

Risk assessment involves identifying potential hazards in our setting, evaluating their impact, and implementing measures to mitigate them. While total risk elimination is not required by law, reasonable precautions must be taken to ensure a balance between safety and children's ability to engage in physically challenging play.

Our risk management approach is dynamic, meaning it adapts to emerging concerns such as digital security, climate impact, and mental health considerations. Parents, carers, and staff play a vital role in reviewing and improving our risk assessment procedures.

Risk Assessment Process

We assess risks using the following five-step framework:

1. Identify Risks – Evaluate hazards indoors, outdoors, and online.
2. Determine Who is at Risk – Consider staff, children, volunteers, and visitors.
3. Assess Risk Levels – Categorize risks as low, medium, or high based on likelihood and severity.
4. Implement Control Measures – Define actions to reduce or eliminate risks.
5. Monitor and Review Continuously – Ensure effectiveness and adapt to new risks.

Procedures

Roles and Responsibilities

- Our Health & Safety Officer, Steven Harman, undergoes regular training and ensures staff and volunteers are equipped with updated health and safety knowledge.
- Risk assessments cover both adults and children, integrating considerations such as diversity, inclusivity, and neurodivergent needs.
- Staff conduct ongoing evaluations of risks related to physical activities, equipment usage, childcare practices, cybersecurity threats, and environmental hazards.

Specific Risk Assessment Areas

- Cybersecurity & Data Protection: Safeguarding children's and staff's personal information from online threats.
- Mental Health & Well-being: Identifying stress factors and implementing well-being initiatives.
- Environmental & Climate Risks: Monitoring air quality, extreme weather conditions, and energy-efficient

practices.

- Fire & Food Safety: Regular checks on fire exits, food storage, and allergy management.
- Physical Safety: Evaluating play equipment, outdoor exploration spaces, and mobility assistance.
- Digital & AI-Assisted Risk Monitoring: Using AI-based tools to detect hazards in real-time.

Safeguarding and Absence Monitoring

- All staff are trained in safeguarding procedures in line with the EYFS Safeguarding Framework (2025).
- Unexplained or prolonged absences are followed up with parents/carers and, if necessary, referred to social services or the police.
- The Designated Safeguarding Lead (DSL) oversees all safeguarding concerns and ensures compliance with statutory guidance.

Safer Recruitment

- Recruitment procedures include identity verification, enhanced DBS checks, and reference checks.
- All new staff undergo induction training covering safeguarding, health and safety, and risk assessment protocols.

Training and Review

- Safeguarding and risk assessment training is refreshed at least every three years, with annual refreshers encouraged.
- Staff are encouraged to provide feedback on risk procedures, which is reviewed during termly policy evaluations.

Legal Framework & Compliance

We align our policy with the latest legislation, including:

- Management of Health and Safety at Work Regulations (1999)
- UK Cybersecurity & Data Protection Guidelines (2025)
- Health & Safety Executive (HSE) Guidance on Environmental Risks (2025)
- Early Years Foundation Stage (Welfare Requirements) (Amendment) Regulations 2025
- EYFS Statutory Framework (2024 update)
- EYFS Safeguarding Consultation (2025)

Continuous Improvement & Updates

Risk assessments are dynamic and evolve based on real-time threats, staff feedback, and new regulations. Regular reviews ensure all procedures remain effective and compliant.

Parents are informed of significant changes to risk procedures. All incidents are logged and reviewed by the Health & Safety Officer.

This policy was adopted by

On

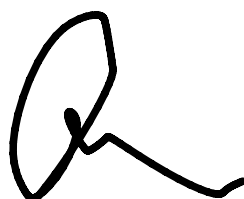
Date to be reviewed

Signed on behalf of the Management
committee

The Butterfly Rooms Ltd

7th July 2025

7th July 2026



Name of signatory

Miss Aimee Thompson

