



The **Daffodil** Project CIC

Risk Assessment Policy

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1. Policy Statement

The Daffodil Project CIC is committed to maintaining a safe, nurturing, and inclusive environment for all children, staff, volunteers, and animals on-site. Risk assessment is a critical component of safeguarding, health and safety, and good operational practice. This policy outlines our commitment to proactively identifying, evaluating, and managing risks associated with our unique therapeutic setting, which includes animal interaction, outdoor environments, and diverse learning activities. All risk assessments are designed to prevent harm, promote wellbeing, and meet the individual needs of children with special educational needs and disabilities (SEND).

- Maintain a proactive approach to identifying and reducing risk
 - Ensure all activities, environments, and individuals are safely supported
 - Comply with legal duties relating to health, safety, and child welfare
 - Embed risk assessment as an everyday part of good practice
 - Support safe access to therapeutic experiences for all children
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2. Scope

This policy applies to all aspects of the provision, including physical environments, activities, animal contact, visitors, off-site trips, and the individual needs of children with SEND. It is relevant to all staff, volunteers, visiting professionals, and any individuals responsible for the planning or delivery of activities at The Daffodil Project CIC.

- Applies to all areas of the premises and off-site activities
 - Covers physical, emotional, health, fire, environmental, and behavioural risks
 - Includes individual child risk assessments, especially for those with EHCPs
 - Applies to staff, volunteers, visitors, and contractors
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3. Legal & Regulatory Framework

This policy aligns with the following legislation and guidance:

- **Health and Safety at Work Act 1974**
 - **Management of Health and Safety at Work Regulations 1999**
 - **Children Act 1989 & 2004**
 - **Working Together to Safeguard Children (2018)**
 - **SEND Code of Practice (2015)**
 - **Regulatory Reform (Fire Safety) Order 2005**
 - **Ofsted Education Inspection Framework (EIF)**
 - Comply with national H&S legislation and safeguarding guidance
 - Maintain risk assessment procedures aligned with Ofsted standards
 - Reference SEND legislation to guide individual child assessments
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4. Roles & Responsibilities

The Director is responsible for ensuring that risk assessment is embedded across all areas of the organisation and that policies and procedures are implemented consistently.

The Health & Safety Coordinator (or designated person) is responsible for carrying out, recording, reviewing, and updating risk assessments in line with this policy and ensuring staff are competent to manage risks on-site.

All Staff and Volunteers are responsible for being aware of potential risks in their areas of work, taking appropriate preventative action, and reporting hazards or concerns immediately.

Parents/Carers and Professionals may be asked to contribute to individual child risk assessments to ensure a full understanding of needs and triggers.

- Director oversees implementation and review of policy
 - Health & Safety Coordinator leads risk assessment process and training
 - All staff and volunteers participate in daily risk management
 - Parents and professionals may provide insight into child-specific risks
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5. Types of Risk Assessments

The Daffodil Project CIC completes various forms of risk assessment to reflect the diversity of our provision and individual children's needs:

- **General Site Risk Assessments** – for buildings, fencing, walkways, entrances, and exits
 - **Activity Risk Assessments** – for gardening, animal care, crafts, cooking, sensory play, etc.
 - **Individual Risk Assessments** – tailored to each child's physical, emotional, and behavioural needs
 - **Fire Safety Risk Assessment** – annual and reviewed after any changes or drills
 - **COSHH Risk Assessments** – for all substances, including cleaning agents and animal feed
 - **Manual Handling Risk Assessments** – for lifting animals, tools, or equipment
 - **Off-Site Risk Assessments** – for trips, transport, or activities away from the premises
 - **Animal Welfare Risk Assessments** – including zoonotic infection control and bite/scratch protocols
 - General, activity-specific, and individual assessments
 - Annual fire safety and COSHH assessments
 - Specific reviews for off-site trips and animal-related risks
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6. Risk Assessment Process

Risk assessments at The Daffodil Project CIC follow the standard HSE-approved five-step model:

1. **Identify the hazards** – what could cause harm
2. **Decide who might be harmed and how** – including children, staff, animals, or visitors
3. **Evaluate the risks and decide on precautions** – assess likelihood and severity
4. **Record the findings and implement them** – using our standard forms and templates
5. **Review and update regularly** – or immediately after an incident, change, or near miss

All assessments consider both the physical and emotional safety of children with additional needs, and must reflect the therapeutic, sensory, and often unpredictable nature of our setting.

- Follow HSE's 5-step model
 - Assess physical and emotional risk for each individual
 - Use standard templates and keep records accessible
 - Update assessments after any change or incident
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7. Recording, Communication & Control Measures

All risk assessments must be recorded formally and signed by the relevant member of staff. Completed assessments will be shared with team members and reviewed as part of ongoing planning and briefings. Visual risk indicators may be used where appropriate for children (e.g., picture symbols). Identified risks must have clear control measures in place, such as staff ratios, protective equipment, physical barriers, or adjusted activities.

- Record all risk assessments in writing and store securely
 - Share key information with team members and include in daily briefings
 - Use visuals and symbols to support child understanding
 - Implement and check control measures regularly
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8. Risk Assessment for Children with SEND

Each child attending The Daffodil Project CIC will have an individual risk assessment that takes into account their EHCP, diagnosis, sensory needs, known triggers, and communication profile. These assessments will be co-produced with parents and professionals where possible and reviewed at least termly, or sooner if a child's behaviour, health, or needs change.

- Create and review individual risk assessments for every child
 - Include EHCP guidance, triggers, and safety concerns
 - Co-produce with parents/carers and SEN professionals
 - Review termly or after incidents/change in presentation
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9. Staff Training & Competency

All staff involved in supervising activities, handling animals, or managing environments must be trained in risk awareness, prevention, and response. Training will be provided as part of induction and refreshed annually or following any policy updates. Additional training may be given in Positive Behaviour Support (PBS), conflict de-escalation, manual handling, or infection control, depending on individual duties.

- Provide training on risk assessment and health & safety during induction
 - Refresh training annually or after any significant incident
 - Deliver PBS, de-escalation, or manual handling training as needed
 - Keep training logs and certificates on record
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10. Monitoring & Review

This policy and all associated risk assessments will be reviewed annually by the Director and Health & Safety Coordinator. Reviews will also be triggered by serious incidents, feedback from stakeholders, changes to activities, or updates to legislation. Random audits may be conducted to ensure risk assessments are in place, understood by staff, and effectively implemented.

- Review this policy and all assessments at least annually
- Trigger reviews after incidents, changes, or feedback
- Conduct spot checks and audits to ensure compliance
- Record all reviews, updates, and version control clearly

Signed:

Magdalena Van De Voort



Director, The Daffodil Project CIC

Date: January 2025