

Risk Assessment Review Schedule

Review triggers Complete a full annual review each August and ad hoc reviews after incidents, near misses, layout changes, or regulator recommendations.

Purpose

This schedule supports health and safety by ensuring hazards are identified, control measures are in place, and assessments are reviewed regularly.

How often to review

- Before any new activity or environment is introduced
- **Formal review:** annually, before each academic year, and after significant change

Immediate review triggers

- Accident / incident / near miss
- New hazard or layout change
- Change in numbers of children
- New collection route, outing, or transport change
- Tusla, HSA, or insurer recommendations

Annual review examples

Indoor play & storage Outdoor surfaces & gates School collection Fire exits & drills Kitchen / allergens Outings & ratios

Daily safety checks

Room checks, outdoor area, equipment, cleaning routines, and collection registers.

Documentation & best practice

Assessments must be dated, signed, list hazards and controls, include review dates, and be stored securely. Complete a full annual review each August and ad hoc reviews when triggers arise.

Manager signature:

Date:

Review date:

Area reviewed Review date Reviewer initial Next review

Related documents Risk Assessment Template Daily Risk Assessment

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