



## **Risk assessment**

### **Policy statement**

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment and we follow five steps:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

### **Procedures**

- Our risk assessment process covers adults and children and includes:
  - checking for and noting hazards and risks indoors and outside;
  - assessing the level of risk and who might be affected;
  - deciding which areas need attention; and
- developing an action plan that specifies the action required.
- We maintain a list of health and safety issues on Tapestry, which are checked on a daily basis before the session begins as well as those that are checked on a yearly basis when a full risk assessment is carried out in August.
- If a risk or hazard is identified during the daily risk assessment or during the session this is then added to Tapestry. The manager or deputy and all staff should also be advised of the hazard if it cannot be rectified immediately.
- Each large piece of equipment that may have a critical fall height and any preschool activities that may require an assessment will have its own risk assessment and this will be filed in the RA folder.

- All outings will have its own risk assessment and the relevant procedures for that outing will be adhered to. (See supervision of children on outings and visits policy).

**Legal framework**

- Management of Health and Safety at Work Regulations 1992

This policy was adopted at a meeting of ...The Hullbridge Preschool..... (name of setting)

Held on ..... (date)

Date to be reviewed ..... date

Signed by .....

Name of Signatory .....

Role of Signatory (ie manager) ...Manager.....