



SAFETY AND SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

8.4 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. Pre-school Learning Alliance risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cooks, cleaners 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

Procedures

- Our risk assessment process covers adults and children and includes:
 - checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
 - 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, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.
- [Our manager ensures/I ensure] that checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.
- [Our manager ensures that staff members/I] carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
- [Our manager ensures that staff members/I] carry out risk assessments for work practice including:
 - changing children;
 - preparation and serving of food/drink for children;
 - children with allergies;
 - cooking activities with children;
 - supervising outdoor play and indoor/outdoor climbing equipment;
 - [putting babies or young children to sleep;]
 - assessment, use and storage of equipment for disabled children;
 - the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
 - visitors to the setting who are bring equipment or animals as part of children's learning experiences; and
 - following any incidents involving threats against staff or volunteers.
- [Our manager ensures that staff members/I] carry out risk assessments for off-site activities if required, including:
 - children's outings (including use of public transport)
 - home visits; and
 - other off-site duties such as attending meetings, banking etc.

Legal framework

- Management of Health and Safety at Work Regulations (1999)

Further guidance

- Five Steps to Risk Assessment (HSE 2011)
- Legionnaires' Disease – A Brief Guide for Dutyholders (HSE 2012)
www.hse.gov.uk/pubns/indg458.pdf

This policy was adopted at a meeting of	Kids Corner Nursery Ltd	name of setting
Held on	August 2018	(date)
Date to be reviewed	August 2019	(date)
Signed on behalf of the management committee		
Name of signatory	Hafsa Ghaswala/Mariam Karim	
Role of signatory (e.g. chair/owner)	Owner/Manager	

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)