

Risk Assessment

Health and Safety

Safeguarding and Welfare Requirement: **SAFETY AND SUITABILITY of PREMISES, ENVIRONMENT and EQUIPMENT**

Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks

Policy statement:

Yaxley & Mellis Pre-School believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place by taking all reasonable steps to ensure children, parents, staff and volunteers in our care are not exposed to risks. The risk assessment process is a key element of ensuring all appropriate measures are identified to assist the achievement of this aim.

EYFS key themes and commitments

A Unique Child – 1.3 keeping safe

Enabling Environment - 3.3 The learning environment, 3.4 The wider context

The basis of this policy is risk assessment. Yaxley & Mellis Pre-School 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, 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.

Procedures

Our risk assessment process covers adults and children and includes:

- Determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and /or carers and inspectors checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
- making on the spot assessments regularly during the day
- 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.

Review of Risk Assessments

Risk assessment is not a one off activity, as hazards and risks do not remain static. It is therefore necessary to review risk assessments to ensure that they remain valid. Reviews are undertaken in the following circumstances:

- Following an accident or incident;
- Where there is a significant change in the work activity;
- Where there is a change in the employees e.g. young workers

For good practice we review risk assessments regularly even when the above circumstances do not occur. The frequency of these reviews will depend on the type of assessment – outings risk assessments we reviewed frequently, whilst regulation risk assessments will we review yearly

Responsibility for Carrying Out Risk Assessments

The Admin/Manager and Team Leader have the responsibility for ensuring that there are suitable and sufficient risk assessments for the areas they are responsible for. They may delegate the task of carrying out the assessment to “competent” staff.

Competency for the purpose of carrying out a risk assessment means:

- An understanding of the work activity and best practice;
- An understanding of the regulations they are complying with;
- The ability to be objective and remain impartial

The Preschool will ensure that staff receives relevant training in the type of risk assessment that they may be required to carry out. Staff are expected to comply with preventative measures identified by risk assessments. Failure to do so may put themselves or others at risk and as such failure to follow these measures will be dealt with under the disciplinary procedure.

Legal framework

- Management of Health and Safety at Work Regulations 1999

Further guidance

- Five Steps to Risk Assessment (HSE 2011)

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)