

Coniston Early Years Centre Policy Document

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. Providers must determine where it is helpful to make some written risk assessments.

Coniston Early
Years Centre



High Quality Care for All Children
A Firm Foundation for Education

8.4 Risk Assessment

Policy Statement.

Our pre school believes that the health and safety of children is of paramount importance. We make our pre school 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.

This policy is based on the Pre School Learning Alliance risk assessment processes, which follows five steps as follows:

- Identification of a risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
- Assessment as to whether the level of risk is high, medium, low. This takes into account both 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/children and visitors 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, in relation to our premises and 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.
- Risk assessments will be carried out at least once annually, but we accept the need for this to take place more regularly in some circumstances or as new risks become apparent and so an element of common sense and good judgment must also inform when risk assessments are completed.
- The risk assessments will be completed by the day to day manager assisted where appropriate by senior members of staff or the management committee.
- All risk assessments will be dated at the time of writing with a review date of no more than 1 year from this date to be included on the risk assessment.
- Our risk assessments are organised in such a way as to ensure any action needed to minimise/eliminate the risk is recorded and also when, by whom and how this will be achieved.

Legal Framework

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

Further Guidance

- Five Steps to Risk Assessment (HSE 2011)