



Risk Assessment Policy

Statement of intent

The pre-school believes that the health and safety of children is of paramount importance.

Aim

We aim to make our pre-school a safe and healthy place by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Our risk assessment process covers both adults and children and includes:

- Checking for and noting hazards and risks indoors and outdoors, for activities, resources and trips/outings
- Assessing the level of risk and who might be affected
- Deciding which areas need attention
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding which may be required

It is the responsibility of the manager to ensure that all risk assessments are completed fully and at the scheduled time and that any required actions are carried out.

Daily Risk Assessment

To be completed by the manager or deputy manager on duty each day on arrival at the setting. They are to check that nothing is damaged and that the toilets and all areas used by the children are clean and free from hazards, using the printed daily risk assessment sheet.

The fridge temperature should also be recorded.

Termly H&S Risk Assessment

To be completed on a termly basis using the printed termly H&S risk assessment sheet, checking the following areas: security, windows, fire, first aid and medication, activities, outdoor area, food and drink, hygiene, heating and lighting, electrical equipment and storage. Hazards are noted and control measures are identified.

Provision Risk Assessment

Staff will monitor risks as they plan to ensure activities and experiences are safe to take place. (Risk Benefit Analysis)

Equipment and Resources

To be completed annually or sooner should it be necessary by the manager alongside the site manager. Any hazards the piece of equipment or resource may pose should be identified along with



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anyone who could be affected, the severity of the hazard, the likelihood of the hazard occurring and what can be done to control the risk.

Trips and Outings

To be completed by the manager prior to any planned trip or outing taking place, identifying any hazards and the control measures to reduce the risk. If after completing the risk assessment the trip or outing is deemed as unsafe to the children or adults taking place the trip or outing will be re-evaluated or cancelled accordingly.

All completed risk assessment forms are to be filed within the relevant sections in the risk assessment folder which is stored safely within the setting.

Links to other policies and legislation

- Settings Policies/Procedures: - Safeguarding Policy, Fire policy, Health and Safety Policy
- Legislation – Management of Health and Safety at Work Regulations 1992
- Further guidance – Five Steps to Risk Assessment (HSE 2006)
- Every Child Matters Outcome: - Stay Safe
- Daily Risk Assessment, Termly Risk assessment
- Fire evacuation plan

This policy was adopted for Parkland preschool by Jo Andrews	1.9.15
Signed on behalf of the Management Committee/Proprietor	
Role of signatory (e.g. Chairperson etc.)	
Review Date: September 2018	