

# Pound Hill Pre-School Policy and Procedures



## 8.4 Risk assessment

### Policy statement

Pound Hill Pre-School 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.

This policy is based on the following five steps risk assessment as follows: -

1. Identification of a risk: Where is it and what is it?
2. Who is at risk: Childcare staff, children, parents, visitors?
3. Assessment as to whether the level of a risk is high, medium, low. This considers both the likelihood of it happening, as well as the possible impact if it did.
4. Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, to reduce that risk?
5. 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, 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 timescales for action, the person responsible for the action and any funding required.
- We maintain lists of health and safety issues, for both the inside and garden area, which are checked daily before the session begins.

This policy was adopted by	K Platt
Role	<hr/> Manager
Date	<hr/> July 2021
Date to be reviewed	<hr/> 01/09/2022