

Risk Assessment Policy

Aim:

Playdays Preschool believes that the health and safety of children is paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risk to enable children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment following the 5 step process:

1. Identify who is at risk – Where is it? What is it?
2. Who is at risk? Childcare staff, children, parents, cleaners, centre users.
3. Assessment as to the level of risk as high, medium or low. This is both the risk of 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, in order to reduce that risk.
5. Monitoring and review. How do you know if what you said is working, or is it thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Method:

Our risk assessment process covers adults and children and includes:

- Checking for and noting hazards and risks indoors and outdoors and in premises and for activities.
- Assessing the level of risk and who might be affected
- Deciding which areas need attention
- Developing a plan that specifies the action required, the time scales for action, the person responsible for the action and any funding required.

Risk assessments are recorded and stored in the Health & Safety file in the office. They are reviewed annually.

The preschool play room, kitchen, bathroom and outdoor play area is risk assessed daily and recorded on the relevant forms. Completed forms are stored for 6 months in the office.

Legal framework

Management of Health & Safety at Work regulation 1992

Further Guidance

Five Steps to Risk Assessment HSE 2006