

Risk Assessment Policy and Procedure

Statement of Intent

Little Acorns Pre-School believes that the health and safety of children is of paramount importance. We aim to make our setting a safe and secure environment for children, parents, staff and volunteers by assessing and minimising the hazards and risks whilst promoting and encouraging the children's thinking of self risk assessment.

The designated person for risk assessment is Cheryl Meddins (Pre-School Manager)

Policy

Staff are made aware that they must take all reasonable steps to ensure any hazards are reported immediately to the Pre School Leader or Person-in-Charge. The Leader or Person in Charge will complete a risk assessment by using the setting's risk assessment form. The basis of this setting's risk assessment form is:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, 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 we need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review:

Procedure

The setting risk assessment procedure includes:

- A Health and Safety check is completed daily before the children arrive. The findings of this are recorded on the 'Safety Checklist' which is situated between the toilet doors inside the setting. It is the responsibility of the Pre-School Manager to ensure this check is completed.
- Hazards and risks will be checked for both indoors and outdoors.
- When an accident or incident occurs an accident or incident form will be completed by the member of staff to witness the occurrence.
- When an accident/incident occurs in a specific area, the area will be risk assessed immediately and any changes necessary will be made by the Pre-School Leader
- Following the completion of an accident or incident form the area will be identified on the accident/incident room plan by marking a red cross. The room plan will be reviewed at the end of each half term by the designated

person. Any areas which have been identified multiple times will be risk assessed by the Pre-School Leader and changed accordingly.

- All new resources, furniture or areas which have been updated will be risk assessed. If necessary the room will be rearranged to prevent accidents.
- Any substance which is potentially harmful to an individual child or adult - dairy foods, eggs, nuts etc. will be highlighted to all staff on a white board in the setting kitchen.
- Risk assessments will be made on pregnant staff or students and any staff having a medical problem which may prevent them from carrying out specific tasks.
- Risk Assessments are kept with COSHH Assessments in the Pre-School Office cupboard.
- Blank Risk Assessments are kept in the Master Copies file.
- The designated person will update their knowledge by attending relevant training. All relevant information will be cascaded to staff during staff meetings or morning meetings.
- All risk assessment will be updated as necessary but at least annually.

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald's Pre-School held on (Date)..... 21/5/15 21/6/16

Signed on behalf of management committee..... C. Baker M. Hughes.....

Role of signatory..... Committee members.....

Term to be reviewed..... Summer Term 2016 Summer Term 2017.....