



Risk Assessment Policy

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

Pre-school's risk assessments follow five steps:

- Identification of a risk – where it is and what it is.
- Who is at risk – children, staff, parents or visitors.
- Level of risk – high, medium or low, taking into account the likelihood of it happening as well as the possible impact if it did.
- Control measures to reduce/eliminate risk – what needs to be done in order to reduce the risk.
- Who will carry out the control measures and when.

The monitoring of risks is ongoing and all members of staff are responsible for making sure health and safety procedures are carried out, not all risks need to be recorded some may be recognised and dealt with immediately by the member of staff who recognises the risk/danger.

Procedures

- Pre-school's risk assessment process covers adults and children and includes:
 - determining where it is helpful to make written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by a parent/carer or inspector.
 - Checking for and noting hazards and risks indoors and outside, in relation to the premises and activities.
 - Assessing the level of risk and who might be affected
 - Deciding which areas need attention
 - Develop an action plan that specifies the action required, time scales for action, the person responsible for the action and any funding required.
- Where more than five staff are employed the risk assessment is written and reviewed regularly.

This Policy was adopted at a meeting of the pre-school held on 23rd August 2024.

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23rd August 2025.