



8.4 Risk assessment

Policy statement

Our setting 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 created around five questions:

Identification of a risk: Where is it and what is it?

Who is at risk: childcare staff, children, parents, cooks, cleaners etc.?

Assessment as to whether the level of a risk is high, medium, low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.

Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?

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 time-scales for action, the person responsible for the action and any funding required.

Where more than five staff and volunteers are employed, the risk assessment is written and is reviewed regularly.

We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.

Premises daily risk assessment check is to be carried out every morning before children come in to the nursery and every evening after children have left the nursery.

Kitchen opening and closing checks are carried out every morning before children come in to the nursery and every evening after children have left the nursery.

Fridges in which children's foods are stored need to be checked 2 times a day and it's the temperature needs to be recorded.

Daily outing risk assessment checks are carried out whenever outing is organized.



Legal framework

Management of Health and Safety at Work Regulations (1999)

Further guidance

Five Steps to Risk Assessment (HSE 2011)

This policy will be reviewed annually

This policy was adopted by Soraia Almeida on March 2024

Next review on March 2025