



Tickton Pre-school and Play Pals, Risk Assessment Policy

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

Safety and suitability of premises, environment and equipment.

EYFS

Policy Statement

All staff, volunteers and students must sign setting risk assessments.

This setting believes that the health and safety of all children, parents, staff and visitors 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 – We do this by completing comprehensive risk assessments of any deemed risk/hazard.

Any risk or hazard that is noted by a parent, child or staff member must be brought to the attention of the setting manager and a risk assessment completed to limit and minimise risk.

As a setting we must ensure that our premises, including all floor space and outdoor space is fit for purpose and suitable for the age of our children cared for.

As a setting we must take all reasonable steps to ensure the safety of all children, staff and others using the premises.

As a setting we use risk assessments as a tool for managing risk and to inform practice and to demonstrate how we manage risk to visitors, parents and to new staff members.

Our risk assessments identify aspects of our environment that need to be checked on a regular basis, when and by whom and how the risk is minimised.

The basis of this policy is risk assessment.

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents?
- 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 will you need to do, or ensure others will do, in order to reduce and/or remove 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.

Our risk assessment sheets are kept in our 'Risk assessment file' (setting store room).

All staff must read and sign our risk assessments.

Parents/carers may view our risk assessment file at any time.

If any risk is identified this must be brought to the attention of the manager immediately so a risk assessment can be completed and the risk can be minimised/reduced and/or removed. An internal staff training session may also need to take place.

Our risk assessment sheets are reviewed annually - (the review date is recorded on each risk assessment).

Procedures

Our risk assessment process covers all adults and all children and includes:

- Checking for and noting hazards and risks indoors and outside, and in our premises and for 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.

Daily risk assessment check sheet

We have a daily risk assessment check sheet that must be completed each day by both Pre-school and Play Pals staff– this identifies aspects of the environment that must be checked on a regular basis.

(Karen Shaw and Sharon Haysom complete these checks for Pre-school provision daily)

Legal Framework

**Management of Health and Safety at Work Regulations.
HSE.**

Early Years Foundation Stage