



## 6.04

### Risk Assessment

#### Policy statement

We believe 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.

#### Risk assessment means:

*Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to.*

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Health and safety risk assessments inform procedures. Staff (and where appropriate parents) should be involved in reviewing risk assessments and procedures – they are the ones with first-hand knowledge as to whether the control measures are effective – and they can give an informed view to help update procedures accordingly.

This policy is based on the five steps below:

- Identification of a risk: Where is it and what is it?
- Who might be harmed and how: Childcare staff, children, parents, cooks, cleaners etc. by falling, tripping, slipping etc.?
- What are you already doing to reduce the risk? What is already in place?
- Do you need anything else to control this risk? What else can be done to reduce the risk further, and by whom and by when?
- 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**

- Management ensures that staff and volunteers have adequate training in health and safety matters and where necessary specific training relating to their role.
- 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 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.
- Risk assessments are written and reviewed regularly.
- We carry out a daily play area check before the start of the first session.
- We maintain files of risk assessments relating to health and safety issues. These are reviewed on a weekly, termly and annual basis as appropriate.
- Our Facilities Manager ensures that checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.
- Our Facilities Manager ensures that risk assessments that include relevant aspects of fire safety for all areas of the premises are carried out.
- Our management ensures that staff members carry out risk assessments for work practice. Staff have a responsibility for ensuring risk assessments are completed for their area of work and the department head will check and monitor assessments. This may be a generic assessment, or by individual assessments for different tasks/activities, outdoor activities, experiments, machinery or processes within the department.
- Our management ensures that staff members carry out risk assessments for off-site activities such as children's outings and trips.

### **When completed the risk assessment should:**

- Show that a proper check was made
- Identify who might be affected
- Show that all obvious significant hazards were dealt with
- Show that the precautions are reasonable, and the remaining risk is acceptable

All affected staff should be made aware.

All activity risk assessments when completed are to be signed by the compiler and filed in the early years or school office as appropriate.

Risk assessments concerning the fabric of the establishment are filed in the facilities office and are reviewed weekly, monthly, termly or annually depending on subject / level of risk covered.

Risk assessments for trips and activities off site are to be compiled using the appropriate generic risk assessment (which must be signed by each member of staff involved at least once in each academic year) combined with a trip specific risk assessment incorporating the venue risk assessment if available.

**Risk assessments for trips and activities off site are to be completed and returned to the school office at least two weeks prior to the date on which the trip or activity is scheduled to take place.**

#### **Legal framework**

Management of Health and Safety at Work Regulations (1999)

This policy was adopted by	Silverhill School
Date	January 2018
Review Date	January 2019
Name of signatory	Jenifer Capper
Role of signatory	Head Mistress