



St. Michael's Pre-school Policies and Procedures

8.4 Risk assessment

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 and is updated when necessary.

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.

Policy statement

At St Michael's Pre-school we believe that the health and safety of children and adults is of paramount importance. We aim to 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.

The basis of this policy is risk assessment. Early Years Alliance risk assessment processes follow five steps as follows:

- 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 manager undertakes training and ensures our staff and volunteers have adequate training in health and safety matters.
- 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 costs/quotes involved.
- Where more than five staff and volunteers are employed, the risk assessment is written and is reviewed regularly.
- Our manager ensures that checks, such as electricity, and any necessary work to the setting premises are carried out annually and records are kept.
- Our manager ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
- Our manager ensures that staff members carry out risk assessments for off-site activities if required, including:
 - children's outings (including use of public transport)
 - home visits;
 - We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). During periods of extended closure the premises water supply is regularly checked.

Legal framework

- Management of Health and Safety at Work Regulations (1999)

This policy was adopted by	St Michael's Trustee Committee
On	27-06-2023
Date to be reviewed	Every 2 years or as required
Signed on behalf of the provider	Victoria Pearmain
Name of signatory	Victoria Pearmain
Role of signatory (e.g. chair, director or owner)	Chairperson

Further guidance

- Five Steps to Risk Assessment (HSE 2011)
- Legionnaires' Disease – A Brief Guide for Dutyholders (HSE 2012) www.hse.gov.uk/pubns/indg458.pdf
- Dynamic Risk Management (Early Years Alliance 2017)