

# RISK ASSESSEMENT POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Please also see

- Health and Safety Policy
- Fire Safety and Emergency Evacuation

## Policy statement

Our pre-school believes that the health and safety of children is of paramount importance. We make our pre-school 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 and its processes follow five steps:

1. Identification of risk: Where is it and what is it?
2. Who is at risk: Childcare staff, children, parents etc?
3. Assessment as to the level of risk as high, medium or low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
4. Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
5. 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:
  1. Checking for and noting hazards and risks indoors and outside, and in our premises and for activities.
  2. Assessing the level of risk and who might be affected.
  3. Deciding which areas need attention.
  4. Developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- 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 termly basis when a full risk assessment is carried out.

## Legal framework

- Management of Health and Safety at Work Regulations 1999

## Further guidance

- Five Steps to Risk Assessment (HSE 2006)

This policy and its procedures was adopted at a meeting between Mrs Sara Ward and Mrs Terina Wilkinson on 26<sup>th</sup> November 2019 and will be reviewed annually or sooner if necessary.

Signed by Mrs Sara Ward  
Manager

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And  
Mrs Terina Wilkinson  
Manager

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