

32. Risk Assessment

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	Apr 2017 May 2018	Information extracted from v4.0 H&S policy Reviewed – no changes	K Coupe, S Huxley-Reynard J Dyer	Dropbox.com Website	April 2018 April 2020
V2.0	4 Nov 2020	This policy needs to be read in conjunction with the settings COVID-19 action plan	P Momber	Dropbox.com Website	April 2022

Statement of Intent

North Nibley Pre-school 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. We consider aspects of the benefits to children's development when assessing potential risks/hazards in our environment.

The basis of this policy is risk assessment. We follow procedures as advised in the Health and Safety Executive (HSE) document 'Five Steps To Risk Assessment' in order to help us to identify potential hazards/risks and to take appropriate actions. We ask ourselves:

- Identification of risk: where is it and what is it?
- Who is at risk: childcare staff, children, parents, volunteers, students etc.
- 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 that risk?
- We monitor/record our findings in our Health and Safety file.

This policy needs to be read in conjunction with the setting's COVID-19 action plan.

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 or inspectors.
 - 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 timescale for action, the person responsible for the action and any funding required.

- a hierarchy of control should be employed that promotes elimination of the risk as the most desirable action, thence risk reduction if it cannot be eliminated, and where the risk neither be eliminated or reduced, local protection is provided.
- Staff shall adopt the STAR principle (Stop, Think, Act, Review) when they see something they think is a potential risk to health and safety.
- We maintain a list of health and safety issues (see below), 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. We also carry out a risk assessment before all trips (see policy 12. Trips).

List of checks

- Daily checks (staff)
 - front door is monitored;
 - windows are locked;
 - in the kitchen, all sharp objects, cleaning products and anything which poses a risk to the children is removed before the children arrive;
 - the outdoor play area is checked for damage, dangerous discarded items and animal faeces;
 - the kitchen, toilet and nappy changing areas are clean;
 - all surfaces are checked to ensure they are clean and not uneven or damaged.
- Weekly checks (staff)
 - the fridge temperature is recorded in accordance with the North Nibley Village Hall Committee's instructions in the book provided.
- Half-termly checks (Committee)
 - review of the accident book to check if there is a pattern of accidents/incidents which could be prevented.
- Termly checks
 - first aid kit is fully stocked and products are within their use by dates (Committee);
 - review adult sickness record (Committee);
 - fire evacuation practice (staff);
 - equipment checked for cleanliness and safety (staff);
 - remind parents of the Pre-school Health & Safety policy and Illness & Injury policy (Committee).
- Annually (Committee)
 - Disclosure and Barring Service (DBS) checks and suitability reviews for staff and volunteers.
- Biannually (Committee)
 - Portable appliance test (PAT) all portable electrical appliances by a registered electrician.

Legal Framework

- Management of Health & Safety at Work Regulations (1999, amended 2006)

Further Guidance

- Five steps to risk assessment (HSE INDG164(rev4), pub 08/2014)