



## Starlings Preschool Risk Assessment Policy

### Policy statement

Starlings 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.

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 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 physical challenging play.

Health and safety risks assessments inform procedures,. Staff and 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.

This policy is based on the five steps below:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cooks, cleaners etc.?
- Assessment as to the level of risk as high, medium, low. This takes into account 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?
- 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 will undertake training and sure 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 assessment in relation to specific issues, to inform staff practice, and to demonstrate how we are managing any risks if any asked by parents and /or carers 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.

- 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.
- Our manager ensures that checks, such as electricity and gas safety checks, and any necessary work at the setting premises are carried out annually (by the school) 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 ensure that staff members carry out risk assessments for work practice including
  - Changing children
  - Preparation and serving of food/drink for children
  - Children with allergies
  - Cooking activities with children
  - Supervising outdoor play and indoor/outdoor climbing equipment
  - Assessment and storage equipment for disabled children's the use and storage of substances which may be hazardous to health, such as cleaning chemicals
  - Visitors to the setting who are bringing equipment or animals as part of children's learning experiences; and
  - Following any incidents involving threats against staff or volunteers
- Our manager ensures that staff member carry out risk assessment for off-site activities if required, including
  - Children's outings
  - Home visits and
  - Other off-site duties such as attending meetings, banking etc.
- We take take precautions to reduce the risk of exposure to Legionella (legionnaires disease). Our manager ensures that we are familiar with the HSE guidance and risk assess accordingly/have seen the risk assessment relevant to the premises from the landlord.

### Legal framework

- Management of Health and Safety at Work Regulations 1999

### Further guidance

- Five Steps to Risk Assessment (HSE 2011)
- Legionnaires Disease – A brief guide for duty holders (HSE 2012)  
[www.hse.gov.uk/pubns/indg485.pdf](http://www.hse.gov.uk/pubns/indg485.pdf)

This policy was adopted at a meeting of Starlings Pre-school (name of provider)
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the provider _____
Name of signatory _____

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_