



General Safeguarding and Welfare Requirement: Safety

8.4 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.

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

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, volunteers 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?
- 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:

- determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers and 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 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 weekly/termly basis when a full risk assessment is carried out.
- Our group 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 manager ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
 - Children's outings
 - Forest School

Legal framework

- Management of Health and Safety at Work Regulations 1999

Further guidance

Five Steps to Risk Assessment (HSE 2011)

Managing Risk (2009)

This policy was adopted at a staff meeting of Orpington Montessori Preschool in November 2018.

On behalf of Orpington Montessori – Cima Shahroudi

Role – Group Manager

Date of Review: October/November 2019 or earlier if required.