



Humpty Dumpty Pre-School

The Scout Hut

Eastfield Lane

Ringwood

Hampshire

BH24 1UR

Registered Charity Number: 1027798

Ofsted Number: 109840

Member of the Pre-School Learning Alliance



Risk Assessment

Policy Statement

Our setting 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. This enables our 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 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.

Health and safety risk 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 accordingly.

This policy is based on the five steps below:

- 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 risk assessment process covers adults and children and includes:

- The supervisors undertake training and ensure our staff and volunteers have adequate knowledge in health and safety matters.
- Determining where it is helpful to make some written risk assessments in relation to specific issues and to inform staff practice.
- To demonstrate how we are managing risk if asked by parents, carers and inspectors.

- Checking for and noting hazards and risks both indoors and outdoors 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, time-scales and person responsible for the action and any funding required.
- Where five or more staff and volunteers are employed, the risk assessment is written and 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.
- We ensure that The Hall Provider carries out safety checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.
- Termly risk assessments are carried out by Sally Fink/Hollie Smith
- Our staff carry out risk assessments for off site activities

Legal Framework

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

Further Guidance

- Five Steps to Risk Assessment (HSE 2011)

This policy was adopted at a meeting of:	Humpty Dumpty Pre-School
Held on:	23/11/16
Date to be reviewed	23/11/17
Signed on behalf of the provider	
Name of signatory:	Richard Watson
Role of signatory:	Management Committee Chair

Other useful Pre-school Learning Alliance publications

- Managing Risk 2009