



High Legh Preschool Nursery - Risk Assessment Policy

Policy Statement

High Legh Preschool Nursery 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 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 will be involved in reviewing risk assessments and procedures as 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.

Procedures

All members of staff are responsible for assessing risks at High Legh Preschool Nursery. If a risk is identified, then staff will take immediate action to eliminate or minimise the risk. If immediate action is not possible then the risk must be reported to the Manager who will ensure changes are implemented to maintain safety within the Pre-school. Any risks involving maintenance of the premises will be reported to the Manager or the Committee Chair. Daily risk assessments are made before the children arrive and certain checks are made during the session to maintain the safety of the children.

This policy is based on the five steps below:

- Identification of a risk: where is it and what is it?
- Who is at risk: Children, staff, children, parents, cooks, cleaners?
- Assessment to whether the level of risk is high, medium, low. This considers 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?
- Monitor 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.

High Legh Preschool Nursery 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 and Ofsted.
- Checking for and noting hazards and risks indoors and outside, in relation to the area's children use and activities
- Assessing the level of risk and who might be affected
- Deciding which areas need attention
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required Risk Assessments are reviewed each September or as and when necessary.
- The Manager and High Legh preschool committee ensures that checks, such as electricity and gas checks, and any necessary work to the setting premises are carried out annually by the relevant parties.
- The Manager ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.

The Manager ensures that staff members carry out risk assessments for working practice including:

changing children
preparing and serving food/drink for children
children with allergies
cooking activities with children
supervising outdoor play and indoor/outdoor climbing equipment
putting young children to sleep
assessment, use and storage of equipment for disabled children if applicable
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
following any incidents involving threats against staff or volunteers.

The Manager ensures that staff members carry out risk assessments for off-site activities if required, including:

- Children's outings (including use of public transport)
- Home visits • Other off-site duties such as attending meetings, banking etc.
- We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). The Manager ensures that the relevant checks are made by the High Legh Preschool Committee.

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