



## **Health and Safety - Risk Assessment Policy**

### **Policy Statement**

Goudhurst Village Pre-school believes that the health and safety of children is of paramount importance. We make our Pre-school 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.

This policy is based on the Pre-school Learning Alliance risk assessment processes, which follows five steps as follows:

- Identification of a risk. Where it is and what is it?
- Who is at risk, staff, children, parents 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 the 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 we are managing risks if asked by parents and/or carers and 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 may 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 checked on a weekly basis when a full risk assessment is carried out.

**Legal framework**

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

**This policy was adopted at a meeting of Goudhurst Village Pre-school**

**Held on.....**

**Date to be reviewed.....**

**Signed on behalf of the provider.....**

**Name of signatory.....**

**Role of signatory.....**