

8.4 Risk assessment

Policy statement

At Filton Park Pre-School Playgroup 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, volunteers and visitors by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

This policy is used as an assessment process, which follows five steps as follows:

- Identification of a risk
- Who is at risk
- Assessment as to the level of a risk. 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:
 - 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 might be affected
 - deciding which areas need attention
 - developing an action plan that specifies the necessary action required and the person(s) responsible for the action
- The risk assessment is written and is reviewed regularly, i.e. at least annually.
- We maintain lists of health and safety issues, which are checked daily before the session begins. Other checks are carried as necessary and at least when a full risk assessment is carried out.

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	Filton Park Preschool Playgroup	<i>(name of provider)</i>
Held on		<i>(date)</i>
Date to be reviewed	Nov/Dec 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Adrian Reed	
Role of signatory (e.g. chair, director or owner)	Chair	

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)