

RISK ASSESSMENT POLICY

We understand the importance of ensuring that systems are in place for checking that our setting is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the setting is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

Risk assessment of the premises and equipment will be conducted at least once a year or immediately where the need arises. The manager is responsible for making sure that risk assessments are completed, logged (keep a written record of what has been identified for checks, how often it needs checking; and when and by whom it was checked) and effectively monitored. Reviews are conducted regularly or when there is any change to equipment or resources, any change to the setting's premises, or when particular needs of a child or other visitor necessitate.

The manager is further responsible for conducting any necessary reviews or making changes to the setting's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises - both indoor and outdoor - will be carried out daily and recorded in writing. This will, ordinarily, be carried out by a designated member of staff on arrival at the setting and will be completed before any children arrive.

A thorough risk assessment is carried out for visits and outings and a record is kept (refer to Visits & Outings policy).

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The setting's environment, both indoors and outdoors
- All surfaces, both indoors and outdoors
- All equipment used by children or staff

On discovering a hazard, staff will take all steps necessary to make themselves and any other people potentially affected safe.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded in the Accident Record Book on the same day as the event took place.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- The action taken and by whom.
- The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved. Staff should inform the parents/carers of the child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

This policy was adopted at a meeting of the pre-school held on (date) _____

Signed on behalf of the pre-school _____

Signed on behalf of the pre-school _____

To be reviewed: _____