Health and safety

3.11 Risk assessment policy

Policy statement

Tywardreath Preschool Playgroup 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.

The basis of this policy is risk assessment.

1. Identification of risk: Where is it and what is it?
2. Who is at risk: Childcare staff, children, parents etc?
3. Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
4. Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
5. 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.

Copies of the risk assessments are available on the COSSH cupboard door in the kitchen. Risk Assessments are reviewed every six months.

Procedures

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside, and in our premises and for 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, the timescales for action, the person responsible for the action and any funding required.

The risk assessment is written and is 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.

Tywardreath Pre-School Playgroup uses its own custom ‘Daily Checklist’. This is displayed on the

notice board just inside the main room by the door. The most senior member of staff is responsible for signing the adjacent calendar to acknowledge that the checks have been carried out in the morning on opening and the afternoon on leaving the premises. The most senior member of staff is responsible for ongoing checks between these times and all staff are aware of their obligations to keep all persons on the premises safe.

There is a separate ‘Kitchen Checklist’, in the kitchen, exclusively for Food Safety checks. There is a kitchen procedure, displayed in the kitchen.