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PLEASE DO NOT REMOVE

RISK ASSESSMENT POLICY

Policy Statement

Martlesham & Kesgrave Playschools 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, students, 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 based on the Pre-school Learning Alliance risk assessment processes, which follow five steps as follows:-

- Identification of a risk : where is it and what is it?
- Who is at risk : staff, children, parents, students, volunteers, visitors 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 risk : what will we need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review : how do we know if what we 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 all 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 action required, the time-scales for action, the person responsible for the action and any funding required

The risk assessment is written and is reviewed every six months, or as necessary.

We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those checked on a six monthly basis when full risk assessments are carried out.

Legal Framework

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

Further guidance

- Five Steps to Risk Assessment (HSE 2011)
- Managing Risk (PLA 2009)

This policy was adopted at a meeting of	Martlesham & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)