

Monty's Daycare Risk assessments Policy and Procedure (Health and Safety)

Policy statement

This setting 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. Pre-school Learning Alliance risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
- 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.
- 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 be amended.

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;
- Have controls in place and additional controls if necessary;
- Deciding which areas need attention before use; 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.
- Where more than five staff and volunteers are employed 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 and the setting is opened to the public; these include Daily Risk Assessments (Hazard, Risk, control measures to furniture, fixtures and fittings within all areas of the setting), as well as Opening and Closing Checks and maintenance checks throughout the day.
- Full risk assessments are completed annually and continuous monitoring by all staff is done on a day to day basis to spot risks and control them.

Legal framework - Management of Health and Safety at Work Regulations 1992

*This policy was adopted at a meeting during the month of April 2018. Kerry Allen (Acting Nursery Manager) and Naomi Washer (Acting Deputy Manager) were present.
(Policy to be reviewed during the Month of April 2019, Summer Term)*