

Little Bears Pre-school

Risk Assessment Policy

“The law does not expect you to eliminate all risk, but you are required to protect people as far as reasonably practicable. You are legally required to assess the risks in your workplace so that you put in place a plan to control the risks”

Five Steps to Risk Assessment, HSE Publications

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 make it as safe as possible minimising hazard and risk, and 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 and runs in conjunction with our Health and Safety Policy.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, our setting is required to undertake regular risk assessments and to take any necessary action arising from these according to provisions set out in our Health and Safety policy statement and elsewhere. As we are an organisation with less than 5 employees we do not have a legal duty to record this assessment. We will seek guidance on risk assessments from the Health and Safety Executive. However, we will endeavour to record risk assessments in accordance with all other regulations set out in our Policies and Procedures.

In compliance with The Statutory Framework for The Early Years Foundation Stage 2014 we must:

- Ensure that we take all reasonable steps to ensure staff and children in our care are not exposed to risks and must be able to demonstrate how we are managing risks.
- Determine, where it is helpful, to make written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers or inspectors.
- Identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

Safety Checks.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. 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. The premises are checked again before locking up at the end of the day.

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

- The 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 making themselves and any other people potentially affected safe. They will then notify the Manager and ensure that a record is made in the Risk Assessment File.

The manager is then responsible for ensuring that any necessary action is taken.

Security Considerations

Supervision.

Children are supervised at all times, and should usually be within sight and hearing of our staff but *always* within sight or hearing. The staff–children ratio must comply with that set by age in the EYFS 2014, and is never less than two qualified staff per session. At least two adults are present whenever children are on the premises.

Special educational needs

We have arrangements in place to support children with SEN or disabilities by paying particular regard to the SEN Code of Practice 2014 for the Early Years.

Our SENCO is: MRS JANE ELSTON

Signing In & Out.

Children and visitors must be let in by staff, and a register of adults and children is made as people arrive so that a complete record of all those present is available in any emergency.

In/Out

A member of staff should stand by the door at arrival/departure times, and staff note who collects each child. No child should be released to anyone not previously authorised to do so, and preferably known to staff by sight.

Visitors.

All visitors should sign the Visitor Book, and be signed out by staff in the In/Out book. Those not known or expected may be asked for identification. All visitors should be accompanied to the door when they leave. No visitor should be left alone. Those needing the toilet should use the designated facility.

Parents/Carers.

Those parents/carers staying in a session for any length of time (eg, Rota Parents, or those settling in their child) should sign the In/Out book.

Risk Management

The manager is responsible for making sure that risk assessments are completed, logged and effectively monitored and carried out at least once a year. Reviews are conducted when there is any change to equipment or resources, any change to the premises, or when particular needs of a child or other visitors necessitate this.

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.

Individual Risk Assessments.

An individual risk assessment is conducted for every activity that presents a potential risk to staff, parents/carers or children or when the need arises. Where staff judge it to be appropriate, or where specifically requested by parents, this should be done in writing. Whether written or not, assessments should follow the Five Steps to Risk Assessment (INDG163) produced by the Health & Safety Executive.

When assessing risk, consideration should be given not only to the safety of children and adults, but also to the need for children to learn how to manage risk sensibly for themselves in their own behaviour.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record Book or 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 a countersignature by the parents/carers of the child or children involved.

Reporting of Incidents and Accidents

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 (Manager to contact at home/ work same day).

Ofsted will be notified of any serious accident, illness, injury, death of a child as soon as possible and within 14 days and we will comply with all RIDDOR stipulations.

Our HPA (Health Protection Agency) poster, which gives guidance on the most common infectious diseases and the recommended periods for which children should be kept away from school or nursery, is displayed in the front reception area of the setting.

Approved.....: **(Chair of Committee signature)**

Adopted on Review Date