**Tring Stepping Stones Pre-School**

**Risk Assessment**

**Policy statement**

Pre-school 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.

Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. Legislation requires all individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices. We have a ‘corporate responsibility’ towards a ‘duty of care’ for those who work in and receive a service from our provision. Individuals also have responsibility for ensuring their own and others safety.

Risk assessment means:

Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.

The law does not require that all risk is eliminated, but that ‘reasonable precaution’ is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Safety sweeps are conducted when setting up for the day prior to children arriving. Sometimes a safety sweep will identify a risk that requires a formal risk assessment for example if a window latch is becoming stiff and a staff member has to stand on a chair to ensure it is closed properly..

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures – they are the ones with first-hand knowledge as to whether the control measures are effective – and they can give an informed view to help update procedures accordingly.

This policy is based on the five steps below:

 Identification of a risk: Where is it and what is it?

 Who is at risk: Childcare staff, children, parents, 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 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 need to be amended, or maybe there is a better solution.

**Procedures**

The preschool leader undertakes training and ensures all staff and volunteers have adequate training in health and safety matters.

Our risk assessment process covers 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; 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.

 As more than five staff and volunteers are employed at pre-school the risk assessment is written, all staff must read and sign the risk assessment, it is then reviewed regularly.

 We maintain lists of health and safety issues, which are checked daily before the session begins by the lead person as well as those that are checked on a weekly, termly and an annual basis when a full risk assessment is carried out, in line with our insurance renewal. Checks are made daily, weekly, termly and annually using the risk assessment checklist by pre-school leader, deputy or level 3 qualified person. Signatures are recorded on the appropriate forms to confirm the checks have been carried out. The temperature of the fridge is recorded on a daily basis.

 the preschool leader makes sure that checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.

 the preschool leader will carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.

 the risk assessments are reviewed at the end of term to ensure the process is working and to establish whether any further action needs to be taken by pre-school to further minimise the risk.

 The accident book is checked each term to ensure there are no recurring accidents which may require action, the review is recorded by the pre-school leader and comments regarding action taken is recorded in the book.

The preschool Leader ensures that risk assessments are carried out for work practice including:

* Changing children
* Preparation and serving of snack
* Children with allergies
* Cooking activities with children
* Supervising outdoor play and indoor/outdoor climbing equipment
* Assessment, use and storage of equipment for disabled children
* The use and storage of substances which may be hazardous to health such as cleaning chemicals
* Visitors to the setting who bring equipment or animals as part of children’s learning experiences; and
* Following any incidents involving threats against staff or volunteers
* Children’s outings

On pre-school outings the risk assessment is written in advance so that it can be emailed out to staff and parent helpers in so that they are aware of any risks and how to deal with them before we go. For smaller outings (such as library, post box, pond) parental permission is sought on the registration form, parents sign to indicate their permission for preschool to take children on small outings. Where possible we have a 1:1 ratio on smaller outings. Any volunteers or parent helpers must read the risk assessments where applicable. We also make sure that a list of staff, children and parent helpers is added to the risk assessment.

The Preschool leader also ensures that checks/work to premises are carried out and records are kept.

1. Gas safety by a Gas Safe registered gas/heating engineer.
2. Electricity safety by a qualified electrician.
3. Fire precautions to check that all fire-fighting equipment and alarms are in working order.
4. Hot air heating systems/air conditioning systems cleaned and checked.

The setting manager ensures that staff members carry out risk assessments that include relevant aspects of fire safety and food safety.

The setting manager ensures staff members carry out risk assessment for off-site activities, such as children’s outings.

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| This policy was adopted at a meeting of | Tring Stepping Stones Pre-School. |  |
| Held on |  |  |
| Date to be reviewed | June 2024 |  |
| Signed on behalf of the management committee |  |  |
| Name of signatory |  |  |
| Role of signatory (e.g. chair/owner) |  |  |

|  |  |  |
| --- | --- | --- |
| Staff name | Date read | signature |
| Lucy Brittain |  |  |
| Nicola Poulton |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Nicke Cooke |  |  |
| Jo Davis |  |  |

2012 review- statement saying parents sign on the registration form to give permission for smaller outings.

Daily checklists signed by the lead person

Weekly, termly and annual checks done by preschool leader, deputy or level 3

2013 review- wording changes, added that annual gas checks, fire safety checks are done.

2015 Added last section of list of risk assessments

2016 review- no changes

June 2017- added that preschool ensures all gas/ electricity checks are carried out

Taken out that risk assessments are always written at least a week in advance as this is not always possible – replaced with in advance.

Changed wording in the header box in line with PSLA

June 2018 – no changes

June 2019- no changes

June 2020- no changes

March 2022 - Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. Legislation requires all individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices. We have a ‘corporate responsibility’ towards a ‘duty of care’ for those who work in and receive a service from our provision. Individuals also have responsibility for ensuring their own and others safety.

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June 2023 amended wording to “risk assessment means” section adding the wording “and updated when necessary”. Added section on daily safety sweep. Amended staff names.