



Risk Assessment Policy

‘Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks’
Statutory Framework for the EYFS 2017(3.64)

We understand the importance of ensuring that systems are in place for checking that our Early Years is a safe and secure place for children, staff and other visitors. Our Risk Assessment Procedures are part of a continuous process to prevent any dangerous incidents taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the setting is required to undertake regular risk assessments and take any necessary action arising from these. (see Health & safety Policy)

The Management is responsible for making sure its work activities, premises and employees are safe and healthy, and that risk assessments are completed, logged and effectively monitored. Risk assessment is the key process in successfully identifying and helping to prevent possible causes of workplace incidents and accidents when proactive measures are taken. Evaluate the risks by considering how likely the risk is to occur and how severe the outcome might be and then decide on precautions, record the significant findings and implement them. Reviews are conducted when there is any change to equipment or resources, any change to the setting’s premises, or when the particular needs of a child or other visitor necessitates this. Communicate the outcomes of risk assessments to relevant employees.

Storing Assessments

Once the completed assessments have been shared with appropriate staff they are stored in the Risk Assessment file within the office. Any copies relevant to individual children will be in the appropriate room and the child’s file.

The Management is then further responsible for conducting any necessary reviews or making changes to the settings policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoors – 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.

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

- The Early Years environment, both indoors and outdoors.
- All surfaces, both indoors and outdoors.
- All equipment used by children or staff, both indoors and outdoors.

The level of detail required in a risk assessment should be proportionate to the risk. Those carrying out risk assessment should refer to relevant sources of information, such as legislation, appropriate guidance, supplier manuals, and manufacturers’ instructions to ensure that the assessment is both ‘suitable and sufficient’.

Some workplace activities require specific risk assessment under other regulations.

These include:

- Manual Handling
- Control of Substances Hazardous to Health
- First Aid
- Use of Display Screen Equipment
- Use of Personal Protective Equipment (PPE)
- Pregnant Workers

Assessing the risk

By following five basic steps you will be able to successfully carry out a risk assessment:

Step 1 - Identify the hazards, can I remove the hazard altogether? If not, how can I control the risks so that harm is unlikely?

Step 2 - Decide who might be harmed and how, prevent access to the hazard (e.g. by guarding). Organise work to reduce exposure to the hazard (e.g. use barriers to limit access to the hazard)

Step 3 - Evaluate the risks and decide on precautions.

Step 4 - Record your findings and implement any necessary strategies to avoid risk.

Step 5 - Review your assessment and update if necessary.

On discovering a hazard, staff will take all necessary steps to ensure themselves and anyone else within the vicinity are in a safe position away from the hazard. They will then notify the Manager and ensure that the incident is recorded on a concerns form.

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

A printable risk assessment form is included within this policy (please see appendix 1) or an electronic version can be found on the Community Policies page.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded on either a Concerns form or an Accident Record form, this will be completed on the same day as the event took place. Records will be used to inform or change practice to ensure accidents and incidents within the Early Years are minimised. 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.

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.

Ofsted will be informed of any serious accident/incident and dangerous occurrence involving a child or member of staff whilst at the setting.

East Street Early Years will also report work-related accidents; diseases and dangerous occurrences under the RIDDOR '95 regulations (see www.riddor.gov.uk)

Keeping animals on site

To promote and develop self-responsibility as well as interest, understanding and feelings for our Early Years pets.

Objectives

- To enable the children to understand how to care for something
- To develop an understanding of living things
- To nurture a sense of responsibility and feeling of care and concern
- To develop an awareness of the patterns within life i.e. birth, life and death

The children will be encouraged to feed the pet and ask questions about all aspects of its care and life to develop feelings of care, concern and responsibility.

The staff will oversee the feeding of the pet and will be responsible for cleaning its home. They will also ensure that each child gets a turn at feeding the pet. Children will have to follow strict hygiene procedures when involved in pet care, such as washing hands after feeding etc.

Adopted by the ESEY Committee on		MARCH 2020	
Signed by the Chair of the ESEY Committee		SAM WALDEN	
Last reviewed:	March 2020	Date of next review	March 2021

Review of policy: annual review March 2020	Changes made: No changes identified
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APPENDIX 1



MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS
RISK ASSESSMENT RECORD

Assessment carried out by:		Date:	Review date:
ACTIVITY/PROCESS/OPERATION:			
Health & Safety Hazard and the person(s) affected:	Hazard observed:	What precautions have been taken to reduce the risk?	Estimate the risk: likeliness of occurrence. Low, medium, high
Relevant employees who need to be informed of these details:			
Monitoring arrangements:			
Signed by setting manager:			