

RISK ASSESSMENT POLICY

This document is produced for staff working with the children at Pixies, and is a point of reference for families and others visiting the setting. Within this document 'staff' refers to all persons directly involved in the care of children at this setting, irrespective of their employment status, and includes students, trainees and volunteers.

Policy statement

The aim of the policy is to ensure that Risk Assessment is carried out effectively and meets the requirements as set out in legislation. Pixies bases its values on the premise that all children, parent/carers and staff can expect to access a safe environment and is committed to providing this at the setting. Outdoor and indoor spaces, furniture, equipment, toys, resources and activities must be safe and suitable for their purpose. The risk assessment process is a key element of ensuring all appropriate measures are identified to assist the achievement of this aim.

Implementation

The Proprietor has overall responsibility for ensuring that this policy is implemented. All other staff should co-operate with the Proprietor in carrying out this policy.

Procedures

Risk assessment processes are as follows:

- Identification of a hazard and/or risk: Where is it and what is it?
- Who is at risk: staff, children, parents/visitors?
- 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 need to be amended, or maybe there is a better solution.

When

- Risk Assessments are carried out at appropriate intervals, and include daily visual assessments as well as long term and general written assessments.
- Assessment will be carried out : where the risks directly affect the children that we care for, every 12 months for more general risk assessments, following an accident or incident, or if circumstances change that warrants a new risk assessment. Whichever comes first.
- Risk assessment for outings will be undertaken for all new venues or destinations.

How

- Daily assessment of the environment before and at the end of each session, through reference to and consideration of identified Health and safety issues.
- General and specific assessment of the indoor and outdoor environment using agreed assessment format, to identify hazards and implement appropriate control measures.
- Ongoing assessment of activities and resources through consideration of identified health and safety issues taking into account the suitability of such in relation to the age and stage of development of the children within our care.

By whom

- General environment and long term risk assessment will be carried out by; the Proprietor, her Manager or designated health and safety officer, or by any other competent staff to whom the task has been delegated.
- Opening and closing daily checks are to be undertaken and recorded by the person-in-charge at the time.
- All staff are to undertake ongoing assessment of the activities that they are involved in and to be vigilant at all times having consideration of all identified health and safety issues within and outside the setting.

Employees will be expected to comply with preventative measures identified by risk assessments. Failure to do so may put themselves or others at risk and as such failure to follow these measures will be dealt with under the disciplinary procedure.

Definitions

Hazard: Something with the potential to cause harm.

Risk: The likelihood of the harm being realised and the severity.

'Person-in-Charge' refers to the most senior member of staff on duty at the time in question.

Last updated January 2014

THIS IS A WORKING DOCUMENT SO PLEASE SIGN AND DATE IT WHEN YOU HAVE REFERRED TO IT

Read by:

Date: