Suitable premises

3.1 Risk assessment: policy and procedures

Policy statement

At School House Nurseries we believe that the health and safety of the 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. School House Nurseries' risk assessment follows five steps, which are as follows:

- Identification of risk: where is it and what is it?

- Who is at risk: children, childcare staff, parents, cook, 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 the 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 an alternative solution found.

Procedures

- Our risk assessment process covers adults and children and includes:

    o Checking for and noting hazards and risks indoors and outside, and for activities that are being carried out;

    o Assessing the level of risk and who might be affected

    o Deciding which areas need attention and

    o Developing an action plan that specifies the action required, the time scales for action, the person responsible for the action and any funding required

- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and monthly basis when a full risk assessment is carried out.