Risk Assessment Policy & Procedure

The purpose of this policy is to ensure that hazards are identified, risks are assessed and removed or minimised to an acceptable level to create a safe environment in which children can thrive. Beckside Preschool & Nursery will ensure that all areas, equipment, activities, resources and outings are safe for children. We encourage ways of working that ensure the safety of children, employees and all other persons who come onto the premises.

The health and safety officer responsible for the general implementation of this policy is the Manager of the setting.

The named person will undertake any relevant training to support their role.

All staff members have a responsibility to bring to the attention of the above named person any concerns with regards to health and safety. The above named person is responsible for recording any concerns raised and acting upon them.

We recognise that children need some level of risk in their activities and outings in order to ensure that they continue to develop, but these risks are assessed to ensure that they are appropriate to the age and stage of development of the child/ren.

All staff are responsible for the health safety of themselves, children and any other persons on the premises and may access relevant training.

All new staff members will be inducted into the settings health and safety policies and procedures including those for risk assessment within the first week of their employment.

Risk assessments will be conducted to assess the environment, identify hazards and minimise risks to ensure that our environment is safe and suitable for all children, employees and all other persons who come onto the premises.

Some written risk assessments relating to specific issues will be kept on site and will be accessible at all times to inform staff practice and to demonstrate how we are managing risks. Risk assessments will be carried out regularly and will be appropriately recorded clearly stating who undertook the risk assessment, the date of the review and any action taken following a review or incident.

Daily checks will be carried out on the indoor and outdoor environment before children access these areas.

COSHH legislation will be followed and COSHH assessments will be recorded.
(More information can be found at www.HSE.gov.uk)
This policy is implemented in conjunction with the setting's Health & Safety Policy
Any breaches of this policy are subject to the settings disciplinary procedure.

Risk Assessment Procedure

When conducting risk assessments staff will;

- Walk around the setting and identify potential hazards.
- Evaluate the level of risk, considering who might be harmed and how.
- Where it is helpful the risk assessment will be written in relation to specific issues to record any existing precautions and any action necessary to further minimise risk.
- Written risk assessments will record who undertook the assessment, the date of the assessment and the review date.

Adopted: September 2021
Last Reviewed: October 2026
Next Review Due: October 2027
Review Frequency: Annually or following changes to legislation, statutory guidance, safeguarding requirements or nursery procedures.