



LITTLE ELLIES

Risk Assessment Policy

Policy Creation & Review	
Author(s)	Manager
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Little Ellies

Risk assessment

Policy statement

This setting 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. The basis of this policy is risk assessment.

Early Years and Childcare risk assessment processes follow five steps as follows:

1. Identification of risk: Where is it and what is it?
2. Who is at risk: Staff, children, parents, cooks, cleaners etc?
3. 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.
4. Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
5. 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

- Our risk assessment process covers adults and children and includes:
 - ✓ checking for hazardous risks both indoor and outdoor, which includes the whole building not only the rooms which staff are working in;
 - ✓ assessing the level of risk and who might be affected;
 - ✓ deciding which areas need attention;
 - ✓ developing an action plan that specifies the action required, and the time-scales for action,
 - ✓ person responsible for the action and any funding required.
- We maintain lists of health and safety issues, which are checked daily before the morning session begins and once again before the afternoon session begins as well as those that are checked on a weekly, monthly and termly basis when a full risk assessment is carried out.
- Staff are also constantly visually checking all areas.