



Risk Assessment Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Version Control

Version	Date	Author	Comments
1.0	30.11.2017	RM / LC	<ul style="list-style-type: none"> • Changed job titles • Added wording from Preschool Learning Alliance template updated August 2016: involving staff and parents in risk assessment procedure review and examples given for offsite risk assessment situations • Added reference to viewing our Health, Safety and General Standards Policy
1.1	20.09.2018	RM / LC	<ul style="list-style-type: none"> • Full annual policy review (incl. check against PLA templates)
1.2	24.04.2019	RM / NK	<ul style="list-style-type: none"> • Update job titles

Reviews and Approvals

Policy adopted :	15 September 2009 by Windmill Under 5s Management Committee	
Date of last review:	17 September 2020	
Date of next review:	Autumn Term (September) 2021	
Signed & dated:		Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must have a clear and well-understood policy, and procedures for assessing any risks to children's safety, and review risk assessments regularly.

Safety and Suitability of Premises, Environment and Equipment

25. Risk Assessments

Policy statement

Windmills believe that the health and safety of children is of paramount importance. We make Windmills a safe and healthy place for children, parents/carers, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Risk Assessment means:

Taking note of aspects of the environment and activities that could cause harm and deciding what needs to be done to prevent that harm, making sure this is adhered to.

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures – they are the ones with first-hand knowledge as to whether the control measures are effective – and they can give an informed view to help update procedures accordingly.

This policy is based on the five steps below:

- **Identification of risk:** Where is it and what is it?
- **Who is at risk:** Childcare staff, children, parents/carers, cleaners etc?
- **Assessment as to the level of risk:** as high, medium, low. This takes into account 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 we need to do, or ensure others will do, in order to reduce that risk?
- **Monitoring and review:** How do we know if what we 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 Health and Safety Representatives (staff member and Management Committee member) undertake training and ensure staff and volunteers have adequate health and safety training.
- Our risk assessment process covers adults and children and includes:
 - Determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;
 - checking for and noting hazards and risks indoors and outdoors, in relation to our premises and activities;
 - assessing the level of risk and who might be affected;
 - deciding which areas need attention; and
 - developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- The risk assessments are written, reviewed regularly, and updated as 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 termly basis when a full risk assessment is carried out.
- Our Business Manager ensures that checks, such as electricity and gas safety checks, and any work to the premises, are carried out and records are kept.
- Our Health and Safety Representative (staff member) ensures that staff carry out risk assessments that include relevant aspects of fire safety and food safety for all areas of the premises.
- Our Health and Safety Representative(s) ensures risk assessments for work practice are in place including:
 - changing children;
 - preparation and serving of food/drink for children;
 - children with allergies;
 - cooking activities with children;
 - supervising outdoor play and indoor/outdoor climbing equipment;
 - the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
 - visitors to the setting who are bringing equipment or animals as part of children's learning experiences and;
 - following any incidents involving threats against staff or volunteers.
- Our Health and Safety Representative(s) will carry out risk assessments for offsite activities when required, such as for children's outings (where public transport used) or forest school.
- We take precautions to reduce the risk of exposure to Legionella (Legionnaires disease). Our Health and Safety Representative is familiar with the HSE Guidance.

Please also refer to our Health and Safety General Standards Policy.

Legal framework

- Management of Health and Safety at Work Regulations (1999)

Further guidance

- Five Steps to Risk Assessment (HSE 2011) www.hse.gov.uk/pubns/indg163.pdf
- Legionnaires: A Brief Guide for Duty Holders (HSE 2012)
<http://www.hse.gov.uk/pubns/indg458.pdf> and <http://www.hse.gov.uk/legionnaires/what-you-must-do.htm>