

Risk Assessment Policy Guidance

In line with current health and safety legislation and to ensure providers comply with the Early Years Foundation Stage 2014 Statutory Framework, Safeguarding and Welfare requirements: safety of the premises, environment and equipment, Risk assessment **3.64**:

Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks. Providers must determine where it is helpful to make some written risk assessments in relation to specific issues to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers or inspectors. Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked and how the risk will be removed or minimised.

Points to include in a Risk assessment policy:

- The manager/childminder will ensure regular risk assessments of the premises indoor and out, outings and other activities are conducted to identify any hazards or risks and that actions are taken to minimise the risks.
- Staff are encouraged to attend risk assessment training.
- Children are encouraged to do their own risk assessments of activities to identify what might happen and what can be done to reduce the hazard/risk.
- Frequency of risk assessments carried out:
 - When there is a change of equipment/resources or to the premises
 - To meet the particular needs of a child
 - If an incident has occurred
 - Review at least every 12 months or more regularly if necessary.
- Engagement and consultation with staff on a day to day basis.
- Have a culture of reporting near misses or minor slip accidents within the setting (by practitioners, parents and children).
- Not all risk assessments need to be written, the manager and staff will decide what needs to be formally recorded. Those risk assessments which are written down will include the date and signature of the person carrying out the assessment.
- If you use a Risk benefit assessment and/or Dynamic risk assessments this would also be needed to be stated in the policy.
- Daily checks – a visual inspection will be carried out of the premises and equipment before children arrive. Actions will be taken to minimise any risks from hazards identified immediately.
- Any accidents or incidents will be recorded and monitored to identify further steps to be taken.

- Providers must inform Ofsted of any allegations of serious harm or abuse by any person living or working, or looking after children on the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere) **(3.8)**
- Ofsted must be notified of any food poisoning affecting two or more children cared for on the premises **(3.49)** and any serious accident, illness or injury **(3.51)** as well as complying with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985)
- Car parking control measures
- Links to other policies: Safeguarding, fire safety, accident and emergency, Health and Safety Control of Substances Hazardous to Health (COSHH) and lost child.

Outings: (3.65)

1. Carry out a trial run or obtain the organisation's risk assessment of each new outing to establish the risks and what needs to be put in place. This may include an increase in the child/adult ratio.
2. Obtain parental permission for routine outings and written permission for specific/longer outings.
3. What will be taken on outings: records and any specific equipment needed for the children, contact details for parents, first aid kit, charged mobile phone?
4. Vehicles and drivers used will be adequately insured and use age appropriate car seats.
5. Use of Personal Protective Equipment (PPE) e.g. high visibility tabards for children and staff when walking to a park.

The following websites may be useful when looking at ways to reduce risks.

www.hse.gov.uk - Advice on risk assessments including templates/RIDDOR/COSHH.

<http://www.hse.gov.uk/risk/controlling-risks.htm> - Advice on controlling the risks in the workplace

<https://www.pacey.org.uk> - Advice on risk assessments including templates

Play England Publication – Managing Risk in Play Provision

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