



RISK ASSESSMENT POLICY

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Date of policy review	March 2026
Next review date	March 2029

Risk Assessment in Practice

Definitions:

Hazard: Something with the potential to cause harm.

Risk: The likelihood of the harm being realised and the severity.

Policy statement

Our 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.

This policy is based on the Pre-school Learning Alliance risk assessment processes, which follow five steps as follows:

- Identification of risk: Where is it and what is?
- Who is at risk: Childcare, staff, children, parents, cleaners etc.?
- Assessment as to the level of the risk as high, medium, low. This is both the risk and the likelihood of it happening: as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What you will 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 it 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 and noting hazards and risks indoors and outside, and in our premises and for 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 time scale 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 and termly basis when a full risk assessment is carried out.
- We do a daily checklist in each classroom and the garden to ensure hazards are eliminated.
- When doing an unusual activity, e.g. an offsite trip, we will do a risk assessment for each trip.

Example of a daily checklist is shown below...

HEALTH & SAFETY CHECKLIST / RISK ASSESSMENT FOR BABY ROOM						
Week Beginning:	Classroom:					
CHECKS TO BE MADE	Monday am pm	Tuesday am pm	Wednesday am pm	Thursday am pm	Friday am pm	Comments / Actions
Equipment e.g. toys, tables, chairs, resources – no defects or sharp edges / small pieces						
Pipes and Radiators covered						
Bins out and lids present						
Windows checked and secured						
Water available for all children						
No trailing wires present						
Any portable heaters out of reach or guarded by furniture <small>*Cobble products not pressure*</small>						
Cupboards secure and closed						
Pipes / Pipe ends / covered with rag or furniture or tape No used nappies left indoors						
Door gate secured						

* All COSHH products e.g. cleaning materials, to be kept in high kitchen cupboard or on high shelves in each classroom

Each teacher is to check their classroom on arrival in the morning and to tick to say that checks are complete. Any damaged equipment is to be removed from the classroom and a comment written in the comment/action box.