



RISK ASSESSMENT POLICY

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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		Tuesday		Wednesday		Thursday		Friday		Comments / Actions
	am	pm	am	pm	am	pm	am	pm	am	pm	
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 Cotbed products not present*											
Cupboards secure and closed											
Pipes / Pipe ends / covered with rug or furniture or tape											
No used nappies left indoors											
Door gate secured											

* All Cotbed 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.