

Risk Assessment

Policy Statement

Katey's Nursery & Pre-School 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 risk enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment.

Our risk assessments processes follow the five steps as follows:

- * Indication of risk: Where is it and what it is?
- * Who is at risk: Childcare staff, children, parents, cooks, cleaners, etc?
- * Assessment as to the level of risk as high, medium, low. This is both the risk the likelihood of it happening, as well as the possible impact if it did.
- * Control measures to reduce that risk.
- * Monitoring and review: How do you know if what you have said is working, or 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 and noting hazards and risks indoors and outside, and in premises and for activities.
- * Assessing the level of risk and who might be affected.
- * Deciding which areas need attention.
- * Developing and action plan that specifies the action required, the time-scales action, the person responsible for the action and any funding required.

Where more than five staff and volunteers are employed the risk assessment written and is reviewed every 3 years, or sooner if necessary, in light of specific events or relevant statutory changes.

We maintain lists of health and safety issues, which are checked daily before session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out, these include:

- * Missing Child
- * Non-Collection
- * Outings & Setting

All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years, or sooner necessary, in light of specific events or relevant statutory changes.