



Risk Assessment Policy

Policy statement

Acacia 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/carers, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Procedures

The basis of this policy is risk assessment. At Acacia Pre-school we follow the five steps for risk assessment processes identified by the Pre-school Learning Alliance, as follows:

- Identification of hazard: where is it and what is it?
- Who is at risk: staff/volunteers, children, parents/carers, etc?
- Assessment as to the level of risk imposed (high, medium, low). This is 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 we need to do, or ensure others do, in order to reduce that risk.
- Monitoring and review: how we assess whether the measures in place are working or thorough enough, or if they need to be amended.

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-scales for action, the person responsible for the action and any funding required.
- Our full risk assessment document is reviewed termly.
- We maintain a Daily Safety Sweep (please refer to our Daily Safety Sweep document) of health and safety issues. These are checked and signed off daily before the session begins.

This policy was adopted at a meeting of	Acacia Pre-school
Held on	
Date to be reviewed	September 2014
Signed on behalf of the management committee	
Name of signatory	Ali Berryman
Role of signatory (e.g. chair/manager)	Chair Person