

**8.4 Risk assessment**

**Policy statement**

Little Owl Childcare believe that the health and safety of children is of paramount importance. We will ensure our setting is 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.

Risk assessment means:

*Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to.*

The law does not require that all risk is eliminated, but that ‘reasonable precaution’ is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Health and safety risk assessments inform procedures. Staff and parents should be involved in reviewing risk assessments and procedures – they are the ones with first-hand knowledge as to whether the control measures are effective – and they can give an informed view to help update procedures accordingly.

**Procedures**

* The Manager/Health and safety officer will undertake training and ensure all staff and volunteers have adequate training in health and safety matters.
* Our risk assessment process covers adults and children and includes:
* determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;
* checking for and noting hazards and risks indoors and outside, in relation to the premises and 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. [see management file for actions].
* 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 termly basis when a full risk assessment is carried out. Daily risks are checked on a ‘daily risk assessment’.
* The manager and Health and Safety officer will carry out risk assessments for work practice including:
* changing children;
* preparation and serving of food/drink for children;
* children with allergies;
* cooking activities with children;
* supervising outdoor play and indoor/outdoor climbing equipment;
* putting babies or young children to sleep;
* Use and storage of equipment for disabled children;
* the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
* visitors to the setting who are bring equipment or animals as part of children’s learning experiences; and
* following any incidents involving threats against staff or volunteers.
* Manager’s will carry out risk assessments for off-site activities if required, including:
* children’s outings;
* forest schools;
* home visits; and
* other off-site duties such as attending meetings, banking etc.