

**The White House Preparatory School**  
**Woodentops Kindergarten and Woodentops Day Nursery**

**PREP SCHOOL and EARLY YEARS**  
**RISK ASSESSMENT POLICY (39)**

**1. Risk assessment**

This 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.

The basis of this policy is risk assessment. Our Risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is it?
- 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 of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce or eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is 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 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.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.
- 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.
- Regular out of school activities such as sport facilities and local parks follow a generic risk assessment held on the school system.

- Activities, outings and residential trips follow a more specific risk assessment process based on the venues risk assessment and any risk perceived for travelling to and from a venue.
- Teachers are required to visit new venues before organising a trip and must complete a standard risk assessment form before proceeding. This must be approved by a member of the Senior Leadership Team before the trip can go ahead.
- School Trips: Risk assessment forms should be completed. See below for form.
- **Procedure where a child is lost on an outing** – see lost child procedure 16d

<u>Policy will be reviewed annually</u>			
Policy reviewed:	Sept 16	By:	Headteacher
Policy reviewed:	Sept 17	By:	Headteacher
To be reviewed:	Sept 18	By:	Headteacher

**The White House Preparatory School and Woodentops Nursery  
School Trip Risk Assessment Form**

Outline of Trip – To be given to Jane (Office)		
<b>Purpose of visit:</b>		
<b>Places to be visited:</b>		
<b>Date and times:</b>	<b>From / Departure:</b>	<b>To / Return:</b>
<b>Proposed numbers:</b>	<b>Total :    children</b>	
<b>Party Leader:</b>		
<b>Transport Required:</b>		
<b>Supervising Adults:</b>		
<b>I request your approval to proceed with the proposed visit outline and have provided the preliminary information agreed.</b>		
<b>Party Leader's Signature:</b>		<b>Date:</b>
<b>Headteacher/Principal Approval:</b>		<b>Date:</b>

**Guidelines for the organisation of a school Trip/Visit**

**CHECKLIST**

<b>Have you?</b>	<input checked="" type="checkbox"/> / <input type="checkbox"/>
Identified which students, which staff and dates?	
Checked with the school calendar for potential clashes, staff, fixtures?	
Sought advice and consulted on costs?	
Checked the health and safety implications?	
Liaised with the emergency school/home contact? – Take class list from register	
Notified Jane of the number of students off-site and requiring packed lunch?	
Ensured appropriate cover work has been set by all participating staff?	
<b>For The Office</b>	
Fully costed the visit, including travel?	
(If approved) made the provisional booking?	
Ensure a letter is drafted to parents, including a Consent Form?	
Received confirmation of the booking and an invoice?	
Jane to confirm with venue risk assessment to be sent for file?	

<b>Risk Assessment</b>			
<b>Where a venue produces it's own Risk Assessment or General Assessment on file please just attach.</b>			
<b>Establishment:</b>		<b>Assessment Date:</b>	
<b>Activity:</b>		<b>Completed by:</b>	
<b>Date Reviewed:</b>		<b>Reviewed by:</b>	
<b>No. of Pupils:</b>		<b>Person in charge:</b>	
<b>No. of Staff:</b>			
<b>Hazards</b>	<b>Who may be affected?</b>	<b>Control Measures</b>	<b>Any Further Action</b>
List significant hazards which may result in serious harm or affect several people	Staff/Children	List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)	List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.

•	•	•	•
<b>What is the review procedure?</b>			

**LOST CHILD PROCEDURE (16d) (Refer to Missing Child Policy. (40))**

Once all the expected children have arrived, their names will be checked off the register, and the total number of children present will be recorded.

If it is discovered that a child is missing, a designated member of staff will make an immediate thorough search of the premises.

- If the child is thought to be outside, two members of staff will make an immediate search of the front, rear and sides of the building.
- Once the child has been located, they will be given reassurance and caring support and returned to school.
- With incidents of this nature, parents / carers may also require support and reassurance.
- The parent/carer will be notified and informed of the events, they may wish to collect their child from the group, especially if the child seems upset by their experience.
- The incident and action taken will be recorded in the incident book and made available for the parent/carer to read and sign.

- In the unlikely event of not being able to locate the child, a member of staff will begin a more extensive search of the streets and properties immediately surrounding the school or venue, if on a school trip, questioning any passers by.
- At the same time, the senior member of staff will contact the police for help and advice, and then contact the parent/carer, in order to inform them of the situation and action taken.
- The senior member of staff will meet the police and parents / carers.
- The senior member of staff will then await instructions from the police.
- Once the child has been located and returned to their parent/carer a full staff meeting will take place as soon as possible, in order to further review safety standards and precautions.
- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents.

Garden risk assessment

Completed wk -

A member of safe will check the garden and complete the risk assessment

Risk	Monday	Tuesday	Wednesday	Thursday	Friday	Comment / action
Check external perimeter for any damage / holes						
Check to see if gate is closed and secure						
Equipment – are there any broken toys or equipment						
Is the garden area clean of animal faeces						
Is toilet door unlocked						

Please initial