

The White House Preparatory School
Woodentops Kindergarten and Woodentops Day Nursery
PREP SCHOOL and EARLY YEARS

RISK ASSESSMENT POLICY

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 that risk assessing is an integral and essential action whenever we are on site or with children. 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 School Journeys Policy and associated risk assessment. There is a further policy which covers the procedure covering the potential for a child to become lost on an outing.

Policy will be reviewed annually			
Policy reviewed:	Sept 16	By:	Headteacher
Policy reviewed:	Sept 17	By:	Headteacher
Policy reviewed:	Sept 18	By:	Headteacher
Policy reviewed:	Sept 19	By:	Headteacher
To be reviewed:	Sept 20	By:	Headteacher

Garden risk assessment

Week beginning:

A member of staff will check the garden before children arrive on site 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