



Risk Assessment

Policy statement

Cricklade Pre-School Playgroup believes that the health and safety of children is of paramount importance. We make our Pre-school 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.

Procedures

A risk assessment will be completed for activities within pre-school that could lead to injury. Activities that will require a risk assessment include maintenance requirements, medical needs, hygiene requirements, play activities, equipment safety and general safety.

Safety sweeps are conducted when setting up for the day prior to children arriving or closing in the evening. Sometimes a safety sweep will identify a risk that requires a formal risk assessment on form. For example, if a window latch is becoming stiff and a practitioner has to stand on a chair in order to reach it to ensure it has closed properly.

Our manager ensures that staff members carry out risk assessments for off-site activities too, if required, such as children's outings.

A completed risk assessment does not mean that an activity cannot be included in the program but that the risks of such activities are under consideration and are controlled.

The basis of this policy is risk assessment. Risk assessment forms will be completed by the Pre-school manager, the deputy or the Health and Safety officer. Each risk assessment will be checked by a second person.

The risk assessment process steps are as follows -

- Activity where a risk may occur
- Who is at risk: staff, children, parents?
- Assessment as to the level of risk with no controlled intervention on a scale of 1-16 as detailed below.
- Control measures to reduce/eliminate risk.
- Assessment of level of risk after control measures are implemented.

Risk Rating is calculated by multiplying the probability of an accident happening with the severity of injury resulting according to the table below

Probability of accident happening	Severity of injury
1 – Most Unlikely	1 – Trivial Injury
2 – Unlikely	2 – Slight Injury

3 – Likely 4 – Most Likely	3 – Serious Injury 4 – Major Injury
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The risk rating bands are –

Rating	Level of Risk	Action Required
1 – 2	Minimal risk	Maintain control measures as specified
3 – 4	Low risk	Review control measures to see what can be improved, maintain a high level of vigilance during the activity
6 – 8	Medium risk	Improve control measures
9 – 16	High risk	Improve control measures immediately and consider stopping work.

Prioritised place risk assessment is completed for offering prioritised places during a national pandemic (such as Covid-19). A separate form is completed for each child who is prioritised because they are vulnerable, or meet any other criteria stipulated by the Government at the time. Risk assessment is also completed for each individual group/room as appropriate. If the risk assessment indicates a high risk if the place is offered, that cannot be minimised, the offer of the place may be withdrawn at the discretion of the setting manager.

We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). All staff are familiar with the HSE guidance and risk assess accordingly.

Legal framework

- Management of Health and Safety at Work Regulations 1992

Further guidance

- Five Steps to Risk Assessment (HSE 2011)
- Legionnaires' Disease – A Brief Guide for Dutyholders (HSE 2012)
www.hse.gov.uk/pubns/indg458.pdf
- Dynamic Risk Management (Pre-school Learning Alliance 2017)