

## **Health and safety**

### **3.1 Risk assessment**

#### **Policy statement for St Joseph's Pre-school**

St Joseph's 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, 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 to assess risk and implement appropriate control measures. We follow the Health and Safety Executive (HSE) guidance, there are five steps to Risk Assessment to help us to identify potential hazards/risks and to take appropriate actions.

- Step 1: Identify hazards – look around the workplace and think about what may cause harm (these are called hazards)
- Step 2: Assess the risks – once hazards are identified decide how likely it is that someone could be harmed and how serious it could be, assessing the level of risk.
- Step 3: Control the risks – look at current measures and the controls already in place.
- Step 4: Record your findings – including hazards, who might be harmed and how, what is being done to control the risks
- Step 5: Review the Controls – review the controls put in place to make sure they are working

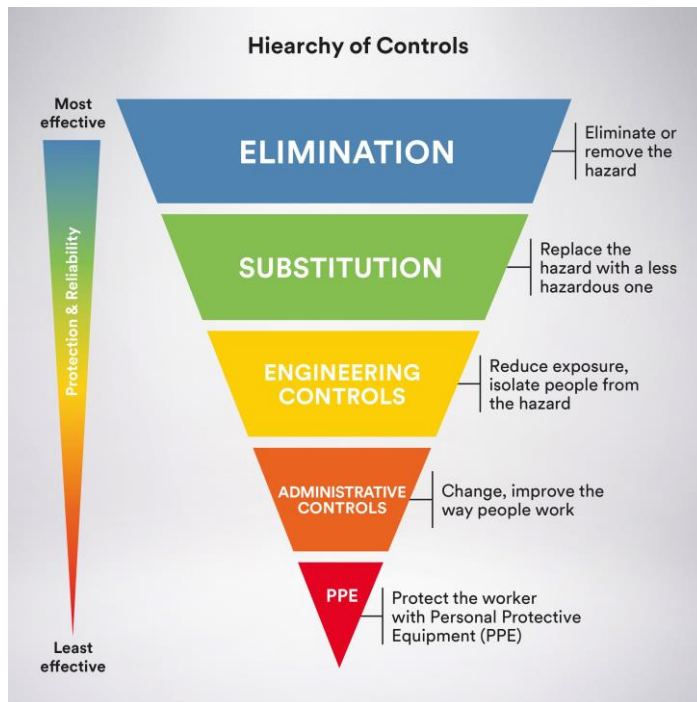
Our findings are kept in our Health and Safety File at the setting. This includes trip and event risk assessments; such as using the school hall or church.

#### **Procedures**

Our risk assessment's cover both adults and children and includes:

- Written risk assessments in relation to specific issues, to inform staff practice and demonstrating how we are managing risks for parents, carers, colleagues and inspectors.
- Checking for and recording hazards and risks indoors and outside, including the premises and for all our activities.
- Assessing the level of risk and who might be affected.
- Identifying the areas need attention and developing an action plan that specifies the action required, the time-scales, the person responsible and any funding required.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.

- A hierarchy of control should be employed that promotes elimination of the risk as the most desirable action.



- Staff shall adopt the STAR principle (Stop, Think, Act, Review) when they see something they think is a potential risk to health and safety.

We maintain a health and safety record which is checked daily before the session begins along with appropriate checks on a weekly and termly basis when a full risk assessment is carried out. Risk assessments are always completed before trips (see policy 1.8<sup>1</sup>).

**Legal framework**

- Management of Health and Safety at Work Regulations 1999 Section 3

**Further guidance**

- HSE - Managing risks and risk assessment at work
- <https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

Version Number	Author	Purpose of change	Date
1.0	K Coupe	Comprehensive review, page numbered & referenced	Sept 2014
2.0	Committee member	Reviewed and updated as necessary	Oct 2016
3.0	K Coupe & N Powers	Reviewed, updated, version controlled	Jan 2019
4.0	T Clapp	Reviewed and updated	29/04/2021 Cttee via email (quorate)

<sup>1</sup> Policy 1.8 Supervision of children on outings and visits