



**EYFS: The Safeguarding and Welfare Requirements
3.63 & 3.64**

Safety and Suitability of Premises, Environment and Equipment

3h.1 Risk Assessment

Policy Statement

Auden Place 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. The 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/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

- We use an external company called Office Test who come in and carry out a full risk assessment each year.
- Each room including the roof garden, has their own daily risk assessment in the form of tick chart for them to scan the rooms for risks which is carried out each day at 7.30am and 1.00pm.
- There is also a general risk assessment which covers the non-children areas. There is a shift allocated to this general risk assessment, so the person on the 7.45am start each day carries out the general risk assessment at 7.45am and 1.00pm. They also check on the room ones to ensure they have been carried out.
- The risk assessments are then brought to the management twice a day once they have been checked to review and to also discuss any risks noted.
- When carrying out the risk assessment, staff first of all check everything already listed, then they also re-walk the area they are assessing to look for any other potential hazards. There is a column on the sheet to make notes of anything found.
- If the risk has been removed, then this is recorded on the form. If it needs to go onto the maintenance form, then this is also noted.
- If there is something that staff feel could pose a risk, then this is discussed with management and a more detailed risk assessment may be written up for the particular hazard.
- When this policy is reviewed, the daily risk assessments are also reviewed. These are also reviewed in light of any new risk that may be recognised.

Staffing



- Being shown how to carry out risk assessments and having the reasons behind them explained by the Health & Safety Officer is part of the induction process.
- Staff also carry out an online training course on Health & Safety and Risk Assessment as part of their induction process.
- Staff also are made aware that they need to take responsibility of recognising and managing risks throughout the day and these are discussed in weekly room meetings and brought to attention of the Health & Safety officer for discussion.
- There is a section on each monthly staff meeting to discuss any issues brought up in the month.
- We also cover Health & Safety including risk assessment each year in one of our Inset Training Days.

Where possible and age appropriate, we encourage the children to be involved in their own risk assessment using the curriculum and daily routine.

Legal framework

- Management of Health and Safety at Work Regulations 1992
- Health & Safety at Work 1974