



## Bright Eyes Childcare

### Risk Assessment Policy

#### Policy statement

We aim to meet current health and safety legislation and ensure we comply with the Early Years Foundation Stage 2015 Statutory Framework, Safeguarding and Welfare requirements: safety of premises, environment and equipment, Risk assessment

#### **3.63: Providers must have a clear and well understood policy and procedure for assessing any risks to children's safety and review risk assessments regularly.**

Bright Eyes Childcare in Cornwall 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, visitors and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The Risk Assessment policy and all risk assessments completed in the setting cover:

- The environment; both INSIDE and OUTSIDE
- Trips and outings organised by the setting

There is a risk assessment index at the front of the risk assessment folder, detailing all risk assessments completed and their review date.

This Risk Assessment policy details the process of risk assessment with the setting:

Our risk assessment processes follow five steps as follows:

1. Identify the hazards
2. Decide who might be harmed and how – who is at risk?
3. Evaluate the risks and decide on precaution based on the numerical value in the risk assessment template we use control measures to reduce or eliminate risk
4. Record your findings and implement them – using the risk assessment template held in the box file in the office
5. Review your assessment and update if necessary throughout the year if there are review trigger points, or on an annual basis. I.e. If the risk assessment is not working, we will review and amend, to ensure there is a better solution in reducing or eliminating the risk.

#### Procedures – the environment

- 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; for this we use daily, weekly and yearly checklists (masters held in the risk assessment folder in the office). These are completed and signed by staff on a daily basis.

- Other documents used are toy cleaning register, first aid and fire equipment checklist,
- On completion of the daily checklists, we ascertain which areas need attention and how, being specific; and
- develop an action plan that specifies the action required, the time-scales for action and the person responsible for the action.
- As there are more than five staff employed, the risk assessments written and reviewed on an annual basis, unless a mid-term review is triggered by recommendation from staff or change in legislation.

#### Duties and responsibilities of Risk assessment – The environment and trips and outings:

- Bright Eyes Childcare in Cornwall will ensure regular risk assessments of the premises indoor and out, outings and other activities are conducted to identify any hazards or risks and that actions are taken to minimise the risks, using the templates provided.
- Bright Eyes Childcare in Cornwall or person responsible will attend specific training and all other staff are encouraged and supported to attend risk assessment training.
- Children are encouraged to do their own risk assessments of activities to identify what might happen and what can be done to reduce the hazard/risk.
- Frequency of risk assessment review and trigger points for risk assessments to be carried out:
  - when there is a change of equipment/resources or to the premises
  - to meet the particular needs of a child
  - if an incident has occurred
  - review at least every 12 months
- Engagement and consultation with staff on a day to day basis in relation to maintaining a safe environment in line with risk assessments completed.
- Promotion of near miss reporting, by using our near miss report form.
- Not all risk assessments need to be written, the manager and staff will decide what needs to be formally recorded. The written checklists and documented risk assessments include the date and signature of the person carrying out the check/assessment.
- Daily checks – a visual inspection will be carried out of the premises and equipment before children arrive. Actions will be taken to minimise any risks from hazards identified immediately.
- Any accidents or incidents will be recorded and monitored to identify further steps to be taken.
- Ofsted will be informed of any significant accidents or injuries as well as complying with RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations 2013).
- Car parking control measures and arrivals and collections of children measures are in place.
- Links to other policies and procedures: fire safety risk assessment, accident and emergency, COSHH and lost child.

#### **Outings –**

1. We complete a trial run and aim to obtain the organisation's risk assessment of each new outing to establish the risks and what needs to be put in place. This may include an increase in the child/adult ratio and specific ratios are recorded on the trip risk assessment. All copies of location/third party organisation risk assessments and supporting documentation is stored in the risk assessment folder in the office. On the day of the trip, the risk assessment documentation specific for the trip is held by the person in charge on the trip.
2. We obtain parental permission for routine outings and written permission for specific/longer outings outside of the routine outings defined by us.
3. We collate a list within the risk assessment that details who is the staff in charge for the trip and communication strategies with the setting on the trip day, keyworker groups, what will be taken on the trip/outing: records and any specific equipment needed for the children, contact details for parents, first aid kit, charged mobile phone, registers in key worker order, overall register, risk assessment?
4. Vehicles and drivers used will be adequately insured and use age appropriate car seats.
5. Use of Personal Protective Equipment (PPE) e.g. high visibility tabards for either children and staff when walking to a park.

**We use a standard template for all risk assessments in the setting and visit the [www.hse.gov.uk](http://www.hse.gov.uk)** for further advice if necessary and use the Five Steps to Risk Assessment booklet as guidance for all staff in meeting their risk assessment duties.

Date Of Policy: January 2018

Signed By: Haley Blake - Nursery Manager