

PETER PAN PLAYGROUP

RISK ASSESSMENT POLICY

Peter Pan Playgroup believes that the health and safety of children and adults is of paramount importance. We are committed to ensuring that our setting is 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.

We follow the five step risk assessment process as follows:

- Identification of a risk - where and what it is?
- Who is at risk - staff, children, parents, etc?
- Assess whether the level of risk is high, medium or low taking into account both the likelihood of it happening, and the possible impact.
- Control measures to reduce/eliminate the risk - what you will need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review - how do you know what you have done is working, or is thorough enough, or if not working, it will need to be amended.

Procedures

Our risk assessment process covers adults and children and includes:

- Determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice and to demonstrate how we are managing risks.
- Checking for and noting hazards and risks both indoors and outdoors in relation to our premises, resources, equipment and activities.
- Assessing the level of risk and who might be affected.
- Deciding which areas need attention.
- Developing an action plan stating the action required, the timescales for the action plan, the person responsible for the action and any funding required.
- The monitoring process will check that risks highlighted through assessment are dealt with effectively.
- All risk assessments are reviewed regularly.
- All risk assessment records are kept together in the risk assessment file.
- We have a daily risk assessment of health and safety issues which are checked before each session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.

Legal Framework

- Management of Health and Safety at Work Regulations 1999