



# Risk Assessment Policy

## **General Welfare Requirement: Suitable Premises, Environment and Equipment**

Outdoor and indoor spaces, furniture and toys must be suitable for their purpose

### **Policy statement**

Tiggers 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 whether on the registered site or on off site outings and trips.

### **Procedures**

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;
- Assessing the level of risk and who might be affected;
- Deciding which areas need attention; and
- Developing an action plan that specifies the action required the time- scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed at least every 12 months.
- A risk assessment is also carried out: when there is a change of equipment/ resources or to the premises, to meet the needs of a particular child, if an incident has occurred.
- The pre-school maintains a health and safety, daily check list. A visual inspection will be carried out of the premises and equipment before the children arrive.
- 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 1985)

### **Legal framework**

- Health and Safety at Work Regulations 1992

### **Further guidance**

- Five Steps to Risk Assessment (HSE 2006)  
[www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)