



**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, all 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 including apprentices and bank, children, parents, cooks, cleaners and volunteers
- Assessment as to the level of risk as high, medium and low.
- Control measures to reduce/eliminate risk are in place : What will you need to do, or ensure others will do, in order to reduce that risk.
- Monitoring and review: If something is not working, is there is a better solution?

Procedures

- We use external companies, Office Test, Draper electricals, Redwing and Citation, who come in and carry out a full risk assessment each year.
- Each room has their own daily risk assessment which is carried out at 7.30am & 1pm.
- General risk assessment is carried out at 7.45am & 1pm. They also review the room RA checklist 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.

Staff

- Staff are shown how to carry out risk assessments and the reasons behind them are explained by the Health & Safety Officer, which 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 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 1999
- Health & Safety at Work 1974