

**RISK ASSESSMENT POLICY AND PROCEDURES**

The purpose of this policy is to ensure that hazards are identified, risks are assessed and removed or minimised to an acceptable level to create a safe environment in which children can thrive.

Pegasus Childcare Centre is committed to proactively identifying and managing risks within it's day to day activities. The need to identify risk is paramount in safeguarding the health and well being of children, staff, volunteers and other users. By identifying risk, we will apply preventative and protective measures to create a safe and healthy environment for all and meet statutory obligations.

**The policy aims to:**

* Inform staff of their responsibilities for undertaking risk assess and acting on the result.
* To ensure risk assessments are recorded in line with any Insurance and Health and Safety requirements.

**Scope of Policy**

The policy applies to all employees working at Pegasus Childcare Centre.

Contractors working at the centre will be expected to undertake risk assessment relevant to their work activities in accordance with meeting their own legal obligations and take preventative measures to reduce the risk. These risk assessments must be shared with the management of the childcare setting.

**Risk Assessment and Recording**

Pegasus Childcare Centre will ensure that all obligations regarding risk assessment including the recording of assessments will take into account the legal requirements of the Health and Safety at Work regulations, insurance company requirements and the requirements of the regulatory body (Ofsted).

Pegasus Childcare Centre will ensure that all areas, equipment, activities, resources and outings are safe for children. We encourage ways of working that ensure the safety of children, employees and all other persons who come onto the premises.

The health and safety officer(s) responsible for the general implementation of this policy is/are:

PAIGE SHACKLETON & EMMA THORNALLEY

The named person(s) will undertake any relevant training to support their role.

All staff members have a responsibility to bring to the attention of the above named person(s) any concerns with regards to health and safety. The above named person(s) is responsible for recording any concerns raised and acting upon them.

We recognise that children need some level of risk in their activities and outings in order to ensure that they continue to develop, but these risks are assessed to ensure that they are appropriate to the age and stage of development of the child/ren.

All staff are responsible for the health safety of themselves, children and any other persons on the premises and may access relevant training.

All new staff members will be inducted into the settings health and safety policies and procedures including those for risk assessment within the first week of their employment.

Risk assessments will be conducted to assess the environment, identify hazards and minimise risks to ensure that our environment is safe and suitable for all children, employees and all other persons who come onto the premises. A list of risk assessments routinely held on site and a (non-exhaustive) list of additional RAs that may be carried out (e.g. fundraising events, external visits etc.) will be kept. It is the responsibility of the centre manager to maintain this list.

A risk assessment template is included at Appendix 1.

Some written risk assessments relating to specific issues will be kept on site and will be accessible at all times to inform staff practice and to demonstrate how we are managing risks. Risk assessments will be carried out regularly and will be appropriately recorded clearly stating who undertook the risk assessment, the date of the review and any action taken following a review or incident.

Daily checks will be carried out on the indoor and outdoor environment before children access these areas. It is the responsibility of the centre manager to ensure that these checks are carried out on time and effectively.

COSHH legislation will be followed and COSHH assessments will be recorded.

*(More information can be found at [www.HSE.gov.uk](http://www.HSE.gov.uk/))*

**This policy was reviewed and adopted on** 1st July 2024

**Signed (Centre Manager)**

**Signed (Chair)**

The Policy will be reviewed every two years.

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| --- | --- | --- |
| **Date of Review** | **Policy Updated** | **Signed (Chair)** |
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**Appendix 1**



**……………………….. RISK ASSESSMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | |
| Ref. | Potential Risk | **Potential impacts of risk** | Risk Level | Controls | Risk Level after controls | Who? | |
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|  |  | | | | | |
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| --- | --- | --- | --- | --- |
|  | People | Reputation | Complaint | Legal |
| **1** | None | None | Unlikely | Remote risk |
| **2** | Slight | Slight | Possible | Possible risk |
| **3** | Some | Potential adverse publicity (avoidable with care) | Probable | Probable risk |
| **4** | Serious | Unavoidable adverse publicity (e.g. local media) | Expected | Expected risk |
| **5** | Severe | Major adverse publicity  (e.g. national media) | Expected | Major ligation |

**IDENTIFICATION OF RISK TABLE 2 - LIKELIHOOD**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | A remote chance of occurring in exceptional circumstances. | **4** | Some occurrences in many circumstances. |
| **2** | Limited occurrences in a few circumstances. | **5** | Frequent occurrence in most circumstances. |
| **3** | Expected to occur in some circumstances. |

**IDENTIFICATION OF RISK TABLE 3 – RISK SCORE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Impact | **5** | **5** | **10** | **15** | **20** | **25** |
| **4** | **4** | **8** | **12** | **16** | **20** |  | **Score** | **Severity of Risk** |
| **3** | **3** | **6** | **9** | **12** | **15** |  | **1-6** | **Minor** |
| **2** | **2** | **4** | **6** | **8** | **10** |  | **7-14** | **Moderate** |
| **1** | **1** | **2** | **3** | **4** | **5** |  | **15 -25** | **Extreme** |
|  | **1** | **2** | **3** | **4** | **5** |
|  | Likelihood | | | | | |