



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Risk Assessment Policy

Policy Statement

The health, safety, and well-being of children, parents, staff, and volunteers are our highest priority. We aim to provide a secure, enabling environment where children can explore, learn, and develop safely while being supported to take appropriate, supervised risks that promote independence and resilience. In line with the **Early Years Foundation Stage (EYFS) Statutory Framework (2024)**, we ensure that all risks to children's health, safety, and welfare are identified, assessed, and effectively managed.

Risk assessment involves identifying hazards, evaluating the likelihood and severity of harm, and implementing appropriate control measures. Whilst risks cannot be eliminated entirely, we take all reasonably practicable steps to minimise them while ensuring children can access challenging and stimulating experiences safely.

Our approach to risk management is proactive, dynamic, and continuously reviewed, incorporating emerging risks such as digital safety, environmental factors, and mental health. Parents, carers, and staff play an active role in contributing to and improving our risk assessment processes.

Risk Assessment Process

We follow a structured five-step approach in line with Health and Safety Executive (HSE) guidance:

1. Identify Hazards – Assess potential risks in indoor, outdoor, and online environments.
2. Identify Who May Be Harmed – Consider children, staff, volunteers, and visitors.
3. Evaluate Risks – Assess likelihood and severity, categorising risks as low, medium, or high.
4. Implement Control Measures – Take action to eliminate or reduce identified risks.
5. Monitor and Review – Regularly review risk assessments and update where necessary.

Procedures

Roles and Responsibilities

- The **Health & Safety Officer (Sophie Drake)** and **Senior Management** are responsible for overseeing all risk assessment procedures, ensuring compliance with EYFS welfare requirements, and maintaining accurate records.
- Risk assessments are reviewed regularly and made available to staff and Ofsted inspectors where required.
- All staff are responsible for identifying hazards and taking immediate steps to minimise risk.
- Risk assessments take into account equality, diversity, inclusion, and individual needs, including children with Special Educational Needs and Disabilities (SEND).

Ongoing Risk Assessment in Practice

- Daily safety checks of the premises, equipment, and outdoor areas are carried out.
- Staff undertake dynamic risk assessments during activities, routines, and outings.
- Children are supported to understand and manage risk appropriate to their age and stage of development.
- All incidents, accidents, and near misses are recorded and reviewed to inform future risk management.

Specific Risk Assessment Areas

We carry out detailed risk assessments across the following areas:

- Safeguarding & Child Protection
- Cybersecurity & Data Protection
- Mental Health & Well-being
- Environmental & Climate Risks
- Fire Safety
- Food Safety & Allergies
- Physical Safety & Equipment
- Outings and Visits
- Use of Technology and AI Monitoring Tools

Safeguarding and Absence Monitoring

- All staff receive safeguarding training in line with EYFS safeguarding and welfare requirements.
- A Designated Safeguarding Lead (DSL) oversees all safeguarding concerns.
- Unexplained or prolonged absences are followed up promptly and escalated where necessary.
- All safeguarding concerns are recorded and managed in accordance with statutory guidance.

Safer Recruitment

- Identity checks and enhanced DBS checks are completed.
- References are obtained and verified prior to employment.
- All staff complete induction training covering safeguarding, health and safety, and risk assessment responsibilities.

Training and Staff Competence

- Staff receive health and safety and risk assessment training as part of induction.
- Safeguarding training is kept up to date in line with statutory requirements.
- Ongoing professional development ensures staff remain informed of current legislation and best practice.
- Staff are encouraged to contribute feedback to improve risk management systems.

Monitoring, Recording and Review

- Risk assessments are documented where appropriate and reviewed:
 - Annually
 - Following accidents or incidents
 - When there are changes to the environment or legislation
- The **Health & Safety Officer (Sophie Drake) and Senior Management** are responsible for overseeing monitoring and ensuring continuous improvement.
- Accidents, incidents, and near misses are recorded, analysed, and used to inform preventative measures.
- This policy is reviewed regularly and updated in line with EYFS guidance, Ofsted expectations, and legislative changes.

Legal Framework & Compliance

This policy is based on:

- Early Years Foundation Stage (EYFS) Statutory Framework (2024)
- Early Years (Welfare Requirements) Regulations 2012 (as amended)
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- UK General Data Protection Regulation (UK GDPR)
- Food Safety Act 1990

Continuous Improvement & Parent Partnership

- Risk assessments are continually reviewed based on incidents, feedback, and evolving best practice.
- Parents are informed of any significant changes to risk procedures.
- We actively work in partnership with families to ensure a safe, secure, and supportive environment for all children.

This policy was adopted by

The Butterfly Rooms Ltd

On

15th June 2026

Date to be reviewed

15th June 2027

Signed on behalf of the Management

A.Thompson

committee

Name of signatory

Miss Aimee Thompson
