

Risk Assessment

Policy Statement

At Harvey Bears we believe that the health and safety of all adults and children is paramount. We aim to make the setting a safe, clean and healthy place by assessing and minimizing hazards and risks.

Risk assessment means taking note of the workplace and activities that could cause harm, either to adults or children, and removing that harm or by using strategies to minimize it.

The law does not require all risks to be removed, but that reasonable precaution is taken. Children are encouraged to take appropriate risks as part of their development. Children need the space to work out what is safe and what they should do when faced with a risk.

All staff should be involved with assessing risks within the setting and then should inform staff with their results whether verbally or in writing.

Written risk assessment is not always necessary.

This policy is based on the steps below;

- Identification of a risk; where it is and what it is.
- Who is at risk?
- Assessment as to whether the level of risk is high, moderate, low. This takes into account both the likelihood of it happening as well as the possible impact if it did.
- Control methods to eliminate/reduce risks.
- Monitoring and review. How do you know your actions have reduced risk?

Procedures

- Staff will receive training on forming risk assessments.

Our Risk Assessment process covers adults and children and includes;

- Determining where it is helpful to make some written risk assessments, i.e. on a specific activity such as a big outing or sports day,
- Checking and bringing to the managers notice risks and hazards both indoors and outside.
- Assessing the level of risk and who might be affected.
- Deciding which areas need attention.
- Developing an action plan.

The manager ensures that staff carry out risk assessments on arrival at the setting.

The manager ensures that staff carry out risk assessments when;

- Changing children.
- Preparation and serving of food/drink, including children and adults with allergies.
- Cooking activities with children.
- Supervising indoor and outdoor climbing equipment.
- Putting children to sleep.
- Use and storage of equipment.
- The use and storage of hazardous materials such as cleaning chemicals.
- Visitors to the setting who bring equipment or animals.

The manager ensures that staff carry out risk assessments for off-site activities if required, including;

- Children's outings, including transport.
- Forest school
- Other staff activities outside the setting including banking and attending meetings.