



Ollie's Trust

Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : www.olliestrust.co.uk

Health & Safety

Risk Assessment

Policy statement

Here at Ollie's we believe 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.

The basis of this policy is risk assessment. Pre-school Learning Alliance risk assessment processes follow five steps as follows:

- Identification of risk: where is it and what is it?
- Who is at risk: childcare staff, children, parents, cooks, cleaners etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: what will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: how do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Ofsted Registration No: 309872

Preschool Learning Alliance Member: 104284

Procedures

Our risk assessment process covers adults and children and includes:

- Checking for and noting hazards and risks indoors and outside, in relation to our premises and 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 regularly.
- We maintain lists of health and safety issues in our planning book which are checked daily before the session begins, as well as those which are checked on a weekly/termly basis. We also discuss Health and Safety issues in our staff meeting held every two weeks and review them weekly.
- Each term the Trust performs a walk-through of the building raising any health and safety issues which they may have. Our Health and Safety Co-ordinator will liaise with the manager and address any issues raised and review the risk assessment.

Legal framework

- Management of Health and Safety at Work Regulations (1999)

Further guidance

- Five Steps to Risk Assessment (HSE 2011)
- www.hse.gov.uk/pubns/indg163.pdf
- Risk Management in Early Years Settings (2007) –Pre-school Learning Alliance

- Date Policy was written and agreed by all staff:

- Signed:

- Position: