

Health and safety

3.1 Risk assessment

Policy statement for St Joseph's Pre-school

At St Joseph's Pre-school, we recognise that the health and safety and wellbeing of children are of the utmost importance. We are committed to providing a safe, secure and healthy environment for children, staff, parents, carers and volunteers by identifying potential hazards and taking appropriate steps to minimise risk. This enables children to learn, play and thrive safely within our setting.

As an employer, the Pre-school has a legal duty to protect employees and others who may be affected by its activities from harm, so far as is reasonably practicable.

The basis of this policy is to assess risk and implement appropriate control measures. We follow the Health and Safety Executive (HSE) guidance, there are five steps to Risk Assessment to help us to identify potential hazards/risks and to take appropriate actions.

- Step 1: Identify hazards – look around the workplace and think about what may cause harm (these are called hazards), eg. manual handling, use of cleaning chemicals or causes of work-related stress etc.
- Step 2: Assess the risks – once hazards are identified decide how likely it is that someone could be harmed and how serious it could be, assessing the level of risk.
- Step 3: Control the risks – look at current measures and the controls already in place, ie. balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.
- Step 4: Record your findings – including hazards, who might be harmed and how, what is being done to control the risks¹.
- Step 5: Review the Controls – review the controls put in place to make sure they are working

Our findings are kept in our Health and Safety File at the setting. This includes trip and event risk assessments; such as using the school hall or church.

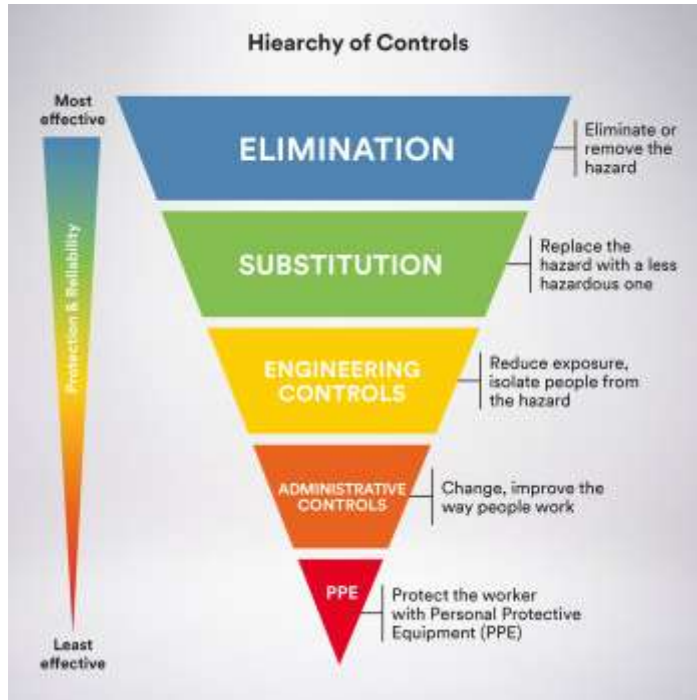
Procedures

Our risk assessment's cover both adults and children and includes:

- Written risk assessments in relation to specific issues, to inform staff practice and demonstrating how we are managing risks for parents, carers, colleagues and inspectors.
- Checking for and recording hazards and risks indoors and outside, including the premises and for all our activities.
- Assessing the level of risk and who might be affected.
- Identifying the areas need attention and developing an action plan that specifies the action required, the time-scales, the person responsible and any funding required.
- Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.

¹ Significant findings are recorded on 3.3 Health & Safety Risk Assessment Template

- A hierarchy of control should be employed that promotes elimination of the risk as the most desirable action.



- Staff shall adopt the STAR principle (Stop, Think, Act, Review) when they see something they think is a potential risk to health and safety.

We maintain a health and safety record which is checked daily before the session begins along with appropriate checks on a weekly and termly basis when a full risk assessment is carried out². Risk assessments are always completed before trips (see policy 1.8³).

Legal framework

- Management of Health and Safety at Work Regulations 1999 (amended 2006)

Further guidance

- HSE - Managing risks and risk assessment at work
- <https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm>

Associated Policies and Procedures

- 1.8 Supervision of Children on Outings and Trips
- 3.2 Health and Safety General Standards
- 3.3 Health and Safety Risk Assessment Template

Version Number	Author	Purpose of change	Date
1.0	K Coupe	Comprehensive review, page numbered & referenced	September 2014
2.0	Committee member	Reviewed and updated as necessary	October 2016
3.0	K Coupe and N Powers	Reviewed, updated, version controlled	January 2019

² See 3.3 Health & Safety Risk Assessment Template

³ See 1.8 Supervision of children on outings and visits

Version Number	Author	Purpose of change	Date
4.0	T Clapp	Reviewed and updated	29 April 2021 Committee via email (quorate)
5.0	K Coupe	Reviewed and inclusion of "Associated Policies and Procedures" section as per EY Safeguarding Audit S175/157	25 February 2024 Committee Member (S Long)
6.0	K Coupe	Reviewed and updated against advice from the HSE website.	18 May 2026 Committee Member (S Long)