****

**Risk Assessment Policy**

The designated person for Health and Safety is Jenny Tresidder and she has completed the appropriate training (April 2023)

Zelda School believes 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 six steps:

* Identification of risk: Where is it and what is it?
* Who is at risk: Childcare staff, children, parents etc?
* Assessment as to the level of risk as intolerable, substantial, high, moderate, tolerable and minimal. This is both the likelihood of harm occurring, as well as the potential severity of the harm.
* Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk? Who is responsible?
* 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.

**Procedures**

* Our risk assessment process covers adults and children and includes:

- determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers and inspectors;

- checking for and noting hazards and risks indoors and outside, and in our premises and for 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 (see Management book/AM check list)

- reviewing the risk assessments bi-annually or when needed

- staff continually risk assessing as they work.

It is important to note that risks are beneficial for children’s learning and development and that the risk benefits should be considered when assessing the risk.

Where more than five staff and volunteers are employed the risk assessment is written and is reviewed regularly.

Daily checks are made on the classrooms and outside areas before school begins. Health and Safety issues and risk assessments are discussed each week in our staff meeting.

**Legal framework**

* Management of Health and Safety at Work Regulations 1999

**Further guidance**

* Five Steps to Risk Assessment (HSE 2006)

**Policy Agreed by Trustees on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed**

**Date for Review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**