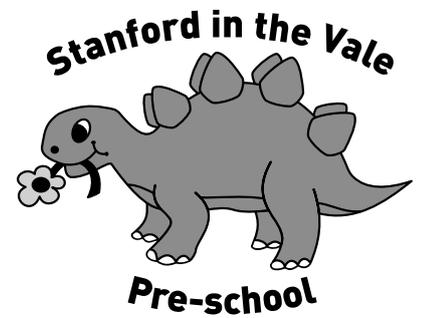


Recreation Ground  
Huntersfield  
Stanford in the Vale  
Faringdon  
Oxfordshire SN7 8LR



### **3.1.7 - RISK BENEFIT ASSESSMENT PROCESS**

Revised February 2018

#### **Policy Statement**

We believe that the health and safety of the children and staff are of paramount importance. We make Stanford Pre-school a safe and healthy place for children, staff, volunteers and parents by assessing and minimising the hazards and risks, and identifying the benefits to enable the children to thrive and staff to work in a healthy and safe environment.

Risk assessment means:

Taking note of aspects of the workplace and activities that could cause harm, and deciding what needs to be done to prevent that harm, making sure this is adhered to.

The law doesn't require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with risk.

This policy is based on the Pre-school Learning Alliance risk assessment processes, which follow five steps as follows:

- Identification of risk: where is it and what is it?
- Who is at risk: Childcare staff, children, parents, cleaners, etc?
- Assessment as to the level of risk as high, medium or low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.
- Control measures to eliminate/reduce the 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.

#### **Procedures**

- Our manager undertakes training and ensures staff and volunteers have adequate training in health and safety matters.
- 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 we are managing risks if asked by parents and/or carers and inspectors;
  - 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.
- The risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.
- Our manager ensures that checks such as electricity and gas safety checks, and any necessary work to the premises are carried out annually and records are kept.
- Our manager ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
- Our manager ensures that staff members carry out risk assessments for work practice including:
  - Changing children
  - preparation and serving of food/drink for children
  - Children with allergies
  - cooking activities with children
  - supervising outdoor play and climbing equipment
  - assessment, use and storage of equipment for disabled children
  - The use and storage of substances which may be hazardous to health, such as cleaning chemicals
  - Visitors to the setting who bring equipment or animals as part of children’s learning experiences;
  - Following any incidents involving threats against staff or volunteers

Our manager ensures that staff members carry out risk assessments for off-site activities if required, including:

- children’s outings (including use of public transport)
- other off-site duties such as attending meetings

We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). We are familiar with HSE guidance and risk assess accordingly.

### **Legal Framework**

Management of Health and Safety at work Regulations (1999)

### **Further Guidance**

Five steps to Risk Assessment (HSE 2011)

[Legionnaires’ Disease – A brief Guide for Dutyholders \(HSE 2012\)](#)

[www.hse.gov.uk/pubns/indg458.pdf](http://www.hse.gov.uk/pubns/indg458.pdf)

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner)

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