



## Health and Safety Risk Management Policy

### Policy Statement

Footprints 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 visitors.

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment. Footprints pre-school risk assessment processes follow five steps as follows:

1. Identification of risk: Where is it and what is it?
2. Who is at risk: Childcare staff, children, parents, cleaners, etc?
3. Assessment as to the level of risk as high, medium or low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
4. Control measures to reduce/eliminate risk: What do we need to do, or ensure others will do, in order to reduce that risk?
5. Monitoring and review: How do we know if what we 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:

- 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
- Developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Our risk assessments are written and reviewed regularly.

We maintain lists of all 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.

This policy was adopted by Footprints Pre-school

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_

On behalf of Management (Manager, Owner, Chairperson)

Review Date: \_\_\_\_\_

Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required.