

Risk Assessment

In order to reduce risk and promote health and safety, regular risk assessments will be carried out. Risk assessments will be conducted at 3 levels; annually, termly and daily. Individual risk assessments will be prepared as required for outings/new equipment etc.

Please refer to the Risk Assessment document which is held in the Risk Assessment File. Risk assessment is an ongoing process and will respond to issues as they arise.

Annually

The annual risk assessment takes place normally at the end of the Summer term and reviews the whole of the current risk assessment document. The review is completed by the committee Health and Safety Officer and the pre school manager. Any issues arising from the assessment will be noted and the required actions will be agreed. A copy of the form is kept in the Risk Assessment File.

Termly

To be conducted at the end of each term; this allows for any actions to be implemented before the start of the following term.

The assessment should be conducted by a member of staff and a committee member (preferably the Health and Safety Officer). The inspection focuses on obstacles/dangers at child height. Items to be checked include walls, skirting, floor, cupboard doors etc. A check list of the areas/items to be inspected is kept in the Risk Assessment File, along with copies of completed lists. Any problems must be noted and actions agreed.

Daily

A daily check is carried out before each session commences using a checklist. All staff have a responsibility for completing the checks.

The check list is kept on the clipboard.

Any problems identified will be noted and the pre school leader informed.

Fire Risk Assessment

Regular checks are carried out to ensure the fire alarm and emergency lighting is working. The maintenance of the systems and fire risk assessment report are responsibility of St Leonards.