



Harvard Park Policies and Procedures:

Risk Assessments

38. Risk Assessments

Policy statement

Risk assessments are carried out to ensure the safety of children, staff, parents/carers and visitors. Legislation requires all individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' towards a 'duty of care' for those who work in and receive a service from our setting. Individuals also have responsibility for ensuring their own and others safety.

- A generic risk assessment form is completed for each area of work, and the areas of the building that are identified in these procedures
- An Access audit is completed to ensure inclusion and the health and safety of all visitors, staff, and children. The relevant procedure is modified if required to match the assessment.
- A Prioritised place risk assessment is completed for offering prioritised places during a national pandemic or infectious disease outbreak. A separate form is completed for each child who is prioritised because they are vulnerable, or meet any other criteria stipulated by the Government at the time. A risk assessment is also completed for each individual group/room as appropriate. If the risk assessment indicates a high risk if the place is offered, that cannot be minimised, the offer of the place may be withdrawn at the discretion of the setting manager.

Risk assessment means: Taking note of aspects of a workplace and activities that could cause harm, either to oneself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.

The law does not require that all risk be 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 a risk.

This policy is based on the five steps of risk assessment below:

- **Identification of risk:** Where is it and what is it?
- **Who is at risk:** Childcare staff, children, parents/carers, cooks, cleaners etc.?
- **Assessment as to the level of risk:** as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- **Control measures to reduce/eliminate risk:** What will you need to do, or ensure others will do, 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.

Daily safety sweeps and checks indoors and outdoors: Safety sweeps are conducted when setting up for the day prior to children arriving or closing in the evening. Sometimes a safety sweep will identify a risk that requires a formal risk assessment on form.

Health and safety risk assessments

Health and safety risk assessments inform procedures. Staff and parents/carers should be involved in reviewing risk assessments and procedures, as they are the ones with first-hand knowledge as to whether the control measures are effective and they can give an informed view to help update procedures accordingly.

The manager and/or directors undertake training and ensures staff have adequate training in health and safety matters. The manager and/or directors also ensures that checks/work to premises are carried out and records are kept.

- Gas safety by a Gas Safe registered gas/heating engineer.
- Electricity safety by a qualified electrician.
- Fire precautions to check that all fire-fighting equipment and alarms are in working order.
- Hot air heating systems/air conditioning systems cleaned and checked.
- Deep clean is carried out in kitchen.

The manager and/or directors ensure that staff members carry out risk assessments that include relevant aspects of fire safety, food safety, in each of the following areas of the premises:

- Entrance and exits.
- Outdoor areas.
- Passageways, stairways and connecting areas.
- Group rooms.
- Sleep areas.
- Main kitchen.
- Staff room.
- Rooms used by others or for other purposes.

The manager and/or directors ensures staff members carry out risk assessment for off-site activities, such as children's outings (including use of public transport), including:

- forest school
- home visits
- other duties off-site such as attending meetings, banking etc

The manager and/or directors ensures staff members carry out risk assessment for work practice including:

- changing babies, and the intimate care of young children and older children
- arrivals and departures

- preparation of milk and other food/drink for babies
- children with allergies and special dietary needs or preferences
- serving food in group rooms
- cooking activities with children
- supervising outdoor play and indoor/outdoor climbing equipment
- settling babies/young children to sleep
- assessment, use and storage of equipment for disabled children
- visitors to the setting who are bringing equipment or animals as part of children's learning experiences, for example 'fire engines'
- following any incidents involving threats against staff or volunteers
- following any accident or incident involving staff or children

The manager and/or directors liaises with Crime Prevention Officers as appropriate to ensure security arrangements for premises and personnel are appropriate.

We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). Our manager ensure that we are familiar with the HSE guidance and risk assess have seen the risk assessment relevant to the premises from the landlord.

Further guidance:

Legionnaires' Disease – A Brief Guide for Duty holders (HSE 2012)

www.hse.gov.uk/pubns/indg458.pdf

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead