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| Name of Policy: | **Risk Assessment** |
| Name of Setting: | **Busy Bees Pre School** |
| Overall Aim of Statement: | This setting 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. |
| Specific Objectives/ Statements and Procedures for how you will achieve each one: | * 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; 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. Where more than five staff and volunteers are employed 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.   Risk assessments are recorded in a separate file. Our risk assessment process follows five steps   * Identification of risk * Who is at risk * Assessment as to he level of risk as high. Medium, low * Control measures to reduce/eliminate risk * Monitoring and reviewing   Risk Assessments cover  Environment e.g.   * Security of building * Fire safety * Food safety * Hygiene * Equipment * Emergency procedure * Outings   If a staff member or volunteer becomes pregnant a risk assessment will be carried out.  We will   * Plan regular breaks * Provide help with lifting * Avoid activities beyond the employees capabilities   We maintain lists of health and safety issues which are checked daily before the sessions begin as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.  WE provide all staff and parents of a risk assessment for each outing Busy Bees arranges for the children making sure all members of staff and volunteers have received a copy. |
| Useful websites / further guidance | * [www.ofsted.gov.uk](http://www.ofsted.gov.uk), * Five Steps to Risk Assessment  [www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf) * Risk Management in Early Years Settings |
| References to other relevant policies: | All policies |
| Policy Monitoring and Evaluation Information: | Staff and Chairperson |
| Signature | R Lily |
| Review Date and next review due date: Reviewed Jan 15, next review January 2016 | |