

01 Health and safety procedures

01.1 Risk Assessment Procedure

To be read alongside Health and Safety Policy and Procedures 01.1–01.22

Our Approach

At Peekaboo Childcare, risk assessment is an essential part of ensuring the safety and wellbeing of children, staff, parents/Carers and visitors. We recognise both our corporate responsibility and the individual responsibility of every person working within or visiting the setting.

Risk assessment helps us identify what could cause harm and determine the steps needed to prevent accidents, injuries or unsafe practice. It is a living, dynamic process that is continually reviewed and updated.

What Risk Assessment Means

Risk assessment involves:

- Identifying hazards in the environment, activities or work practices
- Considering who may be harmed and how
- Evaluating the level of risk and deciding on appropriate control measures
- Recording findings where required
- Ensuring control measures are consistently followed
- Updating assessments when circumstances change

The law requires that we take reasonable precautions, not eliminate all risk. Children should still have opportunities to take appropriate, supervised risks to support learning and development.

Types of Risk Assessments Conducted

Risk assessments are carried out for:

- All areas of the building
- Daily routines & working practices
- Outings and off-site activities
- Individual children's needs (e.g., allergies, disabilities, behaviour)
- Equipment and resources
- The outdoor environment
- Activities involving visitors or external equipment

All written risk assessments are stored on Google Drive and are accessible to all staff.

Access Audit

An access audit is completed to ensure inclusion and safety for all children, staff and visitors. Procedures are updated where necessary based on audit outcomes.

Prioritised Place Risk Assessments (Pandemic Response)

During a national pandemic, a specific risk assessment is completed for:

- Each child offered a prioritised place
- Each room or group as needed

If an assessment highlights a risk that cannot be sufficiently reduced, the offer of a place may be withdrawn at the manager's discretion.

Daily Safety Sweeps

- Conducted each morning before children arrive and each evening at close.
- Cover indoor and outdoor areas.
- Significant hazards result in a full written risk assessment which can be done on the spreadsheet on google drive.

Health and Safety Risk Assessments

The setting manager ensures:

- Health and safety training is provided
- Checks and work to premises are completed
- Records of checks are kept

This includes:

- Gas safety checks by a Gas Safe registered engineer
- Electrical safety checks by a qualified electrician
- Fire alarm and equipment maintenance
- Scheduled kitchen deep cleaning

Areas Requiring Regular Risk Assessment

- Entrances and exits
- Outdoor areas
- Passageways, stairways and connecting areas
- Group rooms
- Sleep areas
- Main kitchen
- Milk kitchen
- Staff/parents' room
- Multi-use rooms

Off-Site Activity Risk Assessment

Required for:

- Forest school sessions
- Any outings
- Park trips
- School visits
- Home visits
- Public transport use
- Staff duties off-site

Work Practice Risk Assessments

Required for:

- Changing children and intimate care
- Arrivals and departures
- Preparing milk and food for babies/children
- Children with allergies or dietary needs
- Serving food in group rooms
- Cooking with children
- Supervising outdoor and climbing equipment
- Settling babies/young children to sleep
- Equipment for disabled children
- Visitors bringing equipment/animals
- Incidents involving threats or accidents

Security and Crime Prevention

The setting manager liaises with Crime Prevention Officers where needed to ensure appropriate security arrangements for staff, children and premises.