



Risk Assessment Policy

Policy Statement

Bradpole Preschool believes that the health and safety of children is of paramount importance. We make our preschool a healthy place for children, parents/carers, staff, and volunteers by assessing and minimising hazards and risks, enabling children to thrive in a healthy and safe environment.

Our risk assessment process follows these steps:

- Identification of risk – where is it and what is it?
- Who is at risk – staff, preschool children, parents/carers, visitors, contractors, and maintenance personnel.
- Assessment of whether the level of risk is high, medium, or low. This takes into account both the likelihood of it occurring and the potential impact should it occur.
- Control measures to reduce or eliminate the risk – what we need to do, or ensure others do, to reduce the risks.
- Monitor and review – how we know whether what we have assessed is effective and sufficiently thorough. If it is not effective, we will identify amendments or alternative solutions to further reduce risk.

Procedures

Our risk assessment process covers adults and children and includes:

- Determining where it is helpful to complete written risk assessments in relation to specific issues,
- To inform staff practice and demonstrate how risks are managed if requested by parents/carers, professionals, or inspectors.
- Checking for and identifying hazards and risks both indoors and outdoors in relation to our premises, equipment, and activities.
- Assessing the level of risk and who may be affected.
- Deciding which areas require attention.
- Developing an action plan that specifies the action required, timescales for completion, the person responsible, and any resources or funding required.
- Risk assessments are completed prior to all outings and the findings logged and if action is required it is carried out prior to the visit.
- Written risk assessments are reviewed at least annually and sooner if there are significant changes to the environment, activities, staffing, legislation, guidance, following an accident or incident, or where concerns have been identified.
- Staff complete daily health and safety checklists to ensure the environment is free from hazards before children arrive. Any hazards identified are reported immediately to the preschool leads and dealt with accordingly.
- Risk assessments are shared with relevant staff members to ensure they understand their responsibilities in maintaining a safe environment.
- Individual risk assessments will be completed where necessary to support children, staff, or activities that may present additional risks.



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Legal Framework

- Management of Health and Safety at Work Regulations 1999
- Early Years Foundation Stage (EYFS) Statutory Framework

Further Guidance

- Risk assessments will be updated and reviewed in line with current government, local authority, and public health guidance where applicable.

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Autumn Term 2027