



## Health and safety

### 3.1 Risk assessment

#### Policy statement

The Bumblebee Children's Charity believes that the health and safety of children is of paramount importance. We make The Bumblebee Children's Charity 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.

The basis of this policy is risk assessment. The Bumblebee Children's Charity risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: Childcare staff, children, parents, visitors 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, in order 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.

#### Procedures

- 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; anddeveloping 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.
- Health and safety issues, are checked daily before the session begins as well as those that are checked on a weekly and yearly basis when a full risk assessment is carried out.

**Legal framework**

- Management of Health and Safety at Work Regulations 1992

**Further guidance**

- Five Steps to Risk Assessment (HSE 2006)  
[www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)

**Other useful Pre-school Learning Alliance publications**

- Risk Management in Early Years Settings (2007)

This Policy was adopted by The Bumblebee Children’s Charity on

Signed on behalf of the Management Committee

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Name of signatory            Alison Stonham

Role of signatory            Charity Principal