Beetley and District Preschool

Registered Charity: 1181636

Part 2 – Risk Management

Policy 2.1 – Risk Assessment Summary

Purpose of this Policy

Beetley & District Preschool is committed to identifying, assessing and managing risks to ensure the health, safety and wellbeing of children, staff, volunteers and visitors.

This policy summarises the approach taken to risk assessment within the setting. It does not replace individual risk assessment documents but outlines how risks are identified, reviewed and controlled as part of everyday practice.

This policy should be read alongside the Health & Safety Policy Statement and related health and safety policies.

Our Approach to Risk Assessment

Risk assessment is an ongoing process embedded within daily practice. It involves identifying potential hazards, evaluating the level of risk and implementing appropriate control measures to reduce harm.

Risk assessments are:

- Completed for all areas of the premises
- Carried out for specific activities, including outings
- Reviewed termly or sooner if changes occur
- Updated following significant incidents or near misses

The aim is not to eliminate all risk, but to manage it sensibly while still providing a rich and stimulating learning environment.

Types of Risk Assessment

The preschool maintains a range of documented risk assessments, including:

- Premises and environment risk assessments

- Outdoor play area risk assessments
- Kitchen and food preparation risk assessments
- Outings and visits risk assessments
- Activity-specific assessments where appropriate

These documents are stored securely and are accessible to relevant staff.

Premises and Statutory Safety Checks

In addition to written risk assessments, the preschool ensures that all required statutory safety checks relating to the premises are carried out at appropriate intervals.

These include, where applicable:

- Fixed electrical wiring inspections
- Portable appliance testing (where required)
- Fire alarm and fire safety equipment servicing
- Heating or gas safety checks
- Any other building compliance inspections required by legislation

Responsibility for ensuring these checks are arranged and documented rests with the Committee, supported by the Health & Safety Lead and Manager.

Regular monitoring of the environment is carried out through a half-termly safety checklist (Policy 2.2).

Records of inspections, servicing and maintenance are retained and reviewed as part of the setting's overall health and safety monitoring arrangements.

Daily Safety Checks and Dynamic Risk Assessment

In addition to written assessments, staff carry out daily safety checks before children arrive and throughout each session.

Daily checks include:

- Indoor learning areas
- Outdoor play spaces
- Toilets and nappy changing areas
- Kitchen areas prior to food preparation

Staff also undertake dynamic risk assessment, which means responding immediately to changing situations, unexpected hazards or children's individual needs during the session.

Any hazards identified are addressed promptly and recorded where necessary.

Roles and Responsibilities

The Committee holds overall responsibility for ensuring that appropriate risk assessment arrangements are in place.

The Health & Safety Lead supports the monitoring and review of risk assessments and ensures they remain up to date.

All staff are responsible for:

- Implementing control measures
- Reporting hazards or concerns
- Contributing to risk assessment reviews
- Undertaking dynamic risk assessment in their areas of responsibility

Recording and Review

Risk assessments are reviewed:

- Termly
- Following significant changes to the premises
- After accidents, incidents or near misses
- If legislation or guidance changes

Where additional control measures are required, actions are recorded and monitored to completion.

Risk assessment documentation forms part of the preschool's wider health and safety monitoring system and is discussed at staff and Committee meetings.

Balancing Risk and Learning

Beetley & District Preschool recognises that children learn through exploration and managed risk. Risk assessment supports, rather than restricts, children's development by ensuring that activities are carefully considered and appropriately supervised.

Related Policies and Documents

This policy should be read in conjunction with:

- Health & Safety Policy Statement
- Duties and Responsibilities of the Committee and Health & Safety Lead
- Responsibilities of Staff, Visitors and Contractors
- Safety Checklist
- First Aid & Hygiene
- Accident, Incident and RIDDOR Policy
- Fire Safety & Emergency Evacuation
- Outings

Policy reviewed on: 1st March 2026
Next review due: 1st March 2027
Reviewed by: Hollie Durrant and Julie East

Date:	Review Date:
Signed: Print Name: (Chairperson)	Signed: Print Name: (Manager)