

Developing a Policy and Procedure for Risk Assessment

Childminders must ensure that they take all reasonable steps to ensure that children in their care, and any assistants, are not exposed to risks and must be able to demonstrate how they are managing risks. - **Statutory Framework for the Early Years Foundation Stage – 2024 point 3.75**

Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks – **Statutory Framework for the Early Years Foundation Stage – 2024 point 3.76**

Health and Safety at Work regulations 1999, highlights that the main requirement on employers is to carry out a risk assessment. Employers with five or more employees need to record significant findings of the risk assessment. Further guidance can be obtained from the Health and Safety Executive.

Although it is not a statutory requirement to have a written risk assessment policy, providers must determine where it is helpful to make some written risk assessments in relation to specific issues, this should also be demonstrated to parents and carers on how the setting manage a risk.

The policy and procedures should include:

- Who within the setting holds the overall responsibility to carry out risk assessments.
- How risk assessments are recorded and stored and how often written risk assessments are reviewed
- The reason for carrying out additional risk assessments i.e., a new member of staff starting, flexibility around ratios.
- How accidents and incidents within the setting are recorded and regularly monitored and how the findings from these are then used to inform the risk assessment process
- The types of checks that are carried out daily, weekly, monthly and annually, how these are recorded and who holds the responsibility for carrying out these checks.
- How parents are made aware of the settings risk assessments
- The training that staff are expected to attend to support them in their responsibility when carrying out and completing risk assessments.
- The procedure for reviewing and updating the risk assessment after a serious accident/incident.
- The areas included in the written risk assessments, for example.
 - The identified hazard (both indoor and outdoor)
 - The level of risk assessed (low, medium, high)
 - Who is likely to be affected by the identified risk (children, staff, parents, visitors)
 - The name of the person responsible for carrying out that risk assessment
 - Appropriate timescales for risk assessments to be completed
 - How and who monitors the risk assessment

- The date the risk assessment was carried out
- Future review date

➤ The procedure the setting follow should there be a critical incident

The policy should be reviewed:

- Following any occasion when any part of the procedure has been implemented.
- Whenever changes to legislation are produced.
- At least annually.
- The policy and procedure needs to be signed by the registered person, include reviewed date and next review due date.
- If any changes are made to the policy when reviewed the staff and parents need to be informed.

Links to other policies & procedures

- Safeguarding Children
- Complaints
- Confidentiality
- Inclusion

This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.