



## Risk Assessment Policy and Procedure

*"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 EYFS 2017 (3.64)*

I will meet the requirements of the Early Years Foundation Stage and Childcare Register by:

- ✓ Giving the highest priority to health and safety of children.
- ✓ Carrying out regular risk assessments.

The following 5 steps illustrate the risk assessment process:

<http://www.hse.gov.uk/pubns/indg163.pdf>

1. Identify the hazards.
2. Decide who might be harmed.
3. Evaluate the risks.
4. Record significant findings.
5. Regularly review my risk assessment.

I will make changes to my practice where hazards or risks re occur

### **RISK ASSESSMENTS RELATING TO MY ENVIRONMENT**

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*"Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised"*

**EYFS 2017 (3.64).**

- ✓ Risk assessment should identify aspects of the environment that need to be checked on a regular basis when and by whom those aspects will be checked and how the risk will be removed or minimised.
- ✓ I will conduct a daily check of the indoor and outdoor environment.
- ✓ Involve children in identifying risks and understanding how to keep themselves safe.
- ✓ Recording any issues identified during my daily check.
- ✓ Undertake a risk assessment of my premises and equipment at least once a year, and immediately, where the need for an assessment arises e.g. as a result of an accident or changes to the environment.
- ✓ Ensuring compliance with the space requirements outlined in the Statutory Framework for the EYFS 2017.
- ✓ Risk assessing before implementing any increase to my ratios, in order to demonstrate to parents and/or carers and inspectors, that the individual needs of all the children are being met. (On inspection, the Ofsted Inspector will take this into account when making their judgement.)
- ✓ Risk assessing any visitors to my home that I do not know and refusing access to anyone whose identification I cannot verify.

## RISK ASSESSMENTS FOR OUTINGS

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**“Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards”**

**EYFS 2017 (3.65).**

- ✓ Obtaining written permission from parents and/or carers to take the children out on outings planned.
- ✓ When on outings, making sure that I always have:
  - My mobile phone with me, fully charged, with the parents and/or carers' emergency contact details, I would implement recommended protocols, such as 'ICE' - 'In Case of Emergency' on my phone.
  - Have written contact details of parents.
    - A first aid kit with the appropriate contents in.

- Appropriate equipment for the children in my care, which is checked on a regular basis, such as pushchairs, medication, and change of clothes.
- ✓ Making sure that my vehicle is adequately insured for business use.
- ✓ Checking the car seats are properly fitted. I am aware of the legislation with regards to car seats, which is outlined at <http://www.childcarseats.org.uk/law/>
- ✓ Checking I have enough petrol for the outing planned. The vehicle would also be checked for e.g. tyre pressure, tax and breakdown cover.
- ✓ Ensuring that children have an understanding of road safety, and appropriate behaviour in the vehicle, subject to age and stage of development.
- ✓ Obtaining the written risk assessment documentation from the venue I intend to visit if one is available to enable me to identify if the venue is suitable for the number and ages of the children in my care.
- ✓ It is not necessary to carry out a risk assessment before every outing, but risk assessments are in place for each type of outing. Please see my written risk assessments for:
  - Trips to the park.
  - Visits to the shops.
  - Visits to the local Surestart Children's Centre.
    - Trips to museums and art galleries.
    - The school run.
  - Trips on public transport - buses and trains.
  - Visits to the local library.
- ✓ Please note I may have obtained the risk assessment from the places visited.
- ✓ Obtaining parental permission and completing a separate risk assessment for a specific outing such as to the Zoo or the beach.
- ✓ Assessing children's individual health needs to ensure that any medication and dietary requirements are adhered to and recorded during the outings.
- ✓ I have a '**Missing Child**' procedure in place.
- ✓ I have a '**Health and Safety**' Policy and Procedure in place.

**Signature:** .....

**Amendment - 12/06/2020**

**COVID 19 UPDATE**

I check my home and garden every morning before the minded children arrive to ensure that it is a safe environment for the children to play in. In light of COVID-19 I will do so in line with Government guidance.

In light of COVID-19 I will limit access to areas away from my setting in line with Government guidance. Any essential trips, for example school pick-up, will be assessed to minimise the risk of infection. We will NOT be making car journeys where the children are in close contact. Any essential school pick ups and drop offs will be within walking distance.

**This is in place until further notice.**

**Signature** .....