

11.5 Risk Assessment and Daily Checklist Procedure

Policy statement

The Lloyd Park Children's Charity believes that the health and safety of children is of paramount importance. We make our setting 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.

Risk Assessment means:

Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging and risky play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Risk assessments are carried out to ensure the safety of children, staff, parents and visitors. Legislation requires all individuals in the workplace to be responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' towards a 'duty of care' for those who work in and receive a service from our provision. Individuals also have responsibility for ensuring their own and others safety.

Health and safety risk assessments inform procedures. Staff should be involved in reviewing risk assessments, staff and parents should be involved in the procedures – they are the ones with first-hand knowledge as to whether the control measures are effective – and they can give an informed view to help update procedures accordingly.

This policy is based on the steps below:

- 1) Identification of hazards: Anything that may cause harm
- 2) Analysis and evaluation of the risk: the likelihood that someone will be hurt, and how severely.
- 3) Who might be harmed and how?
- 4) Assess if there is an educational value to the risk, and if there is, summarise the benefit.
- 5) Control measures: What actions will be taken to minimise or remove the hazard or risk?
- 6) Record your significant findings, regularly monitor and review your risk assessments.

Risk Assessment are reviewed annually. If there is any legislative changes or incidents, reviews will take place in addition to this annual review.

Procedure

Daily Checklists are completed in line with our Risk Assessments to check for any new hazards presenting each day. In order to do this:

- Staff and volunteers have adequate training in health and safety matters.
- Site services daily checklist assessment is completed every morning and any outstanding hazards are communicated in writing on the daily checklists (Early Years, Community areas, Grow Wild, teatime club, communal areas).
- Senior practitioners are responsible for ensuring that the daily checklist is completed in the areas they are responsible for.

- The Centre Manager (or Deputy in the Centre Managers absence) will ensure that the daily checklists for each area have been delegated to a Senior Practitioner ensuring any absence is covered.
- The Centre Daily Checklists will be completed every day before children enter the setting, and will be reviewed throughout the day.
- Unresolved significant hazards or maintenance requirements will be communicated in the Site Services folder.

Continual Assessment of Hazards and Risks

All staff and volunteers are responsible for risk assessing throughout the day. If any new hazards are identified, these need to be added onto the Daily Checklist and control measures should be actioned to mitigate risk.

When planning an activity, team members need to follow the control measures within the Play Activity based Risk Assessments. If you plan an activity that is not covered within these, an activity Risk Assessment must be undertaken. These should be added onto section titled 'Activities' on the Daily checklists. The hazards associated with this activity should be noted and the control measures actioned.

Any significant hazards or increased risks should be reported to the Manager or Deputy and shared with the team. Any actions for Site Services need to be logged in the Site Services folder.

The Centre Manager (or Deputy in the Centre Managers absence):

- Review and sign the weekly Daily Checklists and discuss and record any concerns that Senior Practitioners have identified including practice or procedure, and agree actions for improvement.

- Ensure staff carry out risk assessments for off-site activities if required, including:
 - children's outings (including use of public transport)
 - home visits; and
 - other off-site duties such as attending meetings, banking etc.
- The Centre Manager (with the H&S Team) ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises and work equipment.
- The Centre Manager ensures that staff members carry out risk assessments for work practice including:
 - changing (nappy) children;
 - preparation and serving of food/drink for children;
 - children with allergies;
 - cooking activities with children;
 - supervising outdoor play and indoor/outdoor climbing equipment;
 - putting babies or young children to sleep;
 - assessment, use and storage of equipment for disabled children;
 - the use and storage of substances which may be hazardous to health, such as cleaning chemicals;
 - visitors to the setting who are bringing equipment or animals as part of children's learning experiences;
 - following any incidents involving threats against staff or volunteers

The Senior practitioner (or deputy or centre manager in the absence of a senior practitioner) will:

- Be responsible for daily checklist within the area they are assigned and for ensuring that the checklist has been complete.
- Assign the role of completing the checklist to a childcare practitioner and communicate this to the team.
- Review and sign the checklist once complete, double checking the hazards, risks, control measures and any actions.

- Provide any necessary feedback to the practitioner/s who completed checklist.
- Report any concerns about the procedure or practice to the Centre Manager (or Deputy in the Centre Managers absence).
- Provide support to the team through joint risk assessments and regular observation and feedback on risk assessment practice.

The Health and Safety Team will:

- Ensure that checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually (or as defined by legislation) and records are kept.

Review of Practice

The CEO will be responsible for convening a Joint Risk Assessment, which may include Senior Practitioners, Centre Manager, Health and Safety leads and members of the Trustee Board. This will include:

- Reviewing hazards, risks and control measures.
- Reviewing our risk assessment process and paperwork.
- Identifying any concerns and agree actions for improvement.
- Providing feedback to the team and Trustee Board.

Legal framework

- Management of Health and Safety at Work Regulations (1999)

Further guidance

- [Managing risks and risk assessment at work – Overview -HSE](https://www.hse.gov.uk/simple-health-safety/risk/index.htm)
https://www.hse.gov.uk/simple-health-safety/risk/index.htm
- Legionnaires' Disease – A Brief Guide for Duty holders (HSE 2012)
www.hse.gov.uk/pubns/indg458.pdf
- Dynamic Risk Management (Pre-school Learning Alliance 2017)

Procedure Name	Risk Assessment
Version Number	V3
This policy was developed by	SLT
These people were consulted/involved in developing the policy	Senior Leadership Team
Date	May 2025
Next Review Date	May 2026