



Whitechapel Village Hall, Church Lane, Whitechapel, Lancs, PR3 2EP  
Tel 01995 641132 email [preschool@whitechapel.lancs.sch.uk](mailto:preschool@whitechapel.lancs.sch.uk)  
Registered charity number 1080554

## **Health and safety**

### **3.1 Risk assessment**

#### **Policy statement**

This setting 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.

The basis of this policy is risk assessment.

#### **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; and
  - developing 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.
- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.

#### **Legal framework**

- Management of Health and Safety at Work Regulations 1992