

Risk Assessment Policy

Bright Beginnings will carry out and implement suitable and sufficient assessments of the risks to health and safety of our staff and to others who might be affected by our work activities.

The aim is to ensure a safe working environment by reducing the risks to a reasonable practicable level.

Bright Beginnings will provide all employees with comprehensive and relevant information on risk, preventative and protective measures and emergency procedures. We will ensure that the risks within the centre are controlled. To do this we will think about what might cause harm to people and decide what reasonable steps we can take to prevent that harm.

Identifying Risks

Bright Beginnings management and leadership team will look at the environment and the activities carried out within that environment and assess what it is about the activity, process or substance that could injure the staff and centre users or harm their health.

Some ways hazards are identified are:

- Checking manufacturer's instructions or data sheets for chemicals and equipment – the Centre's COSHH sheets should be referred to
- Reviewing accidents, incidents and near miss records
- Walking around the premises and checking the environment
- Listening to staff members and understanding their collective and individual needs – such as health conditions or disabilities

Who might be harmed?

Once we have identified the risk or hazard, the centre team will then identify who might be harmed by these risks. When identifying who might be at risk consideration will be made to remember that:

- Some workers have specific requirements such as being a young worker, new or expectant mother or have some kind of disability for example. This will require extra consideration and a separate risk assessment conducting in some instances
- Some people don't work in the workplace and are visitors or customers. How is their safety managed
- How are we able to ensure that the safety of the children is paramount

Evaluating the risks

Once we have identified the risks we then decide how likely that harm will come about because of those particular risks and what can be done about it.

Whilst risk is part of everyday life and cannot be eliminated entirely, we must ensure that we are able to show the things we are doing to manage them responsibly.

Generally, we will ensure that we do everything which is 'reasonably practicable' to protect our children, staff members, service users and visitors from harm.

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Some practical steps we undertake to reduce risks include:

- Trying a less risky option
- Preventing access to the hazards
- Organising the workspace to reduce the exposure to hazards
- Issue protective clothing and equipment
- Provide welfare facilities such as first aid equipment and washing facilities
- Training

Recording our findings

A copy of the risk assessment form we use within the centre can be seen alongside this policy and shows the following:

- The identified risk or hazard
- Who might be effected
- What the likely consequences would be of not controlling the risk
- What the risk level would be
- That control measures were put in place and that they lowered the level of risk

All the risk assessments which are completed on our environment and generic activities and experiences are stored together in a risk assessment file.

Specific assessments on individuals are stored in a separate confidential files.

Each of the risk assessments is reviewed regularly. The review dates will be brought forward should the need present itself. Individual risk assessments will always have a review date to ensure the level of support in maintained.

This Policy was adopted in	April 2010
This policy was reviewed on	16 th May 2019
Signed on behalf of the Centre	Louise Fairbrass