

Whiteley Preschool Risk Assessment Procedure



The Health and Safety officer at Whiteley Preschool is, **Gemma Hardy**; she is responsible for updating all policies and procedures relating to Health and Safety and Fire Risk Assessment at the setting. Ensuring that the preschool abides to current legislation in health and safety law.

Risk assessments will be arranged and carried out on a termly basis by Gemma Hardy and the Childcare Manager. They will follow the following procedure:

- Identify the hazard
- Who could be harmed and how?
- Evaluate the risk and the precautions
- Record findings and implement changes
- Review procedures and update

Daily risk assessments will be carried out by staff members, who are all responsible for contributing to risk assessments. Copies of all risk assessments are kept in the main hall to assist staff within their daily routines. All staff are responsible for health and safety within the setting and are to report any hazards to Gemma Hardy or the Childcare Manger. They are also expected to update risk assessments accordingly and familiarise themselves with all control measures put in place to minimise hazards.

Staff will undergo training on Health and Safety annually.

Policy updated: 2^{1st} October 2021