



Risk Assessment Policy

Purpose

Pavilion Preschool (Aigburth) CIO is committed to providing a safe and secure environment for children, staff, parents, visitors and volunteers.

Risk assessment is an important part of our health and safety arrangements. We identify potential hazards, assess the risks they present and put appropriate control measures in place to reduce the likelihood of harm.

Risk assessments will be proportionate to the level of risk and will support children's opportunities to learn, explore and develop while keeping them safe.

Scope

This policy applies to:

- All children attending Pavilion Preschool.
- Breakfast Club and After-School Club.
- All employees, volunteers, students and agency staff.
- Parents, carers and visitors.
- All areas used by the setting, including indoor and outdoor areas.
- Trips, outings and activities away from the setting.
- Equipment, resources and substances used by the setting.

Responsibilities

Nominated Individual

The Nominated Individual, Emma Sweeney Reid, has overall responsibility for ensuring that appropriate health and safety arrangements are in place and that the setting meets its legal and regulatory responsibilities.

Operations Manager

The Operations Manager, Sue MacGregor, is responsible for overseeing the implementation of this policy and ensuring that risk assessments are completed, reviewed and communicated to staff.



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Designated Safeguarding Lead

The DSL, Sue MacGregor, will ensure that safeguarding considerations are incorporated into relevant risk assessments where appropriate.

Deputy DSL – Preschool

Delyth Corry will support staff in identifying and managing risks within the preschool environment.

Deputy DSLs – Clubs

Nadezhda Knox and Laura Turner will support the identification and management of risks within Breakfast and After-School Clubs.

All Staff

All staff have a responsibility to:

- Take reasonable care of their own health and safety and that of others.
- Follow the control measures identified in risk assessments.
- Report hazards, accidents, incidents and near misses promptly.
- Report any changes in circumstances that may require a risk assessment to be reviewed.
- Never knowingly ignore an identified safety risk.
- Ensure children are appropriately supervised.
- Contribute to risk assessments where their knowledge or experience may assist.

What is a Risk Assessment?

A risk assessment is a careful examination of what could cause harm, who could be harmed and what can be done to reduce the risk.

The setting will consider:

1. The hazard – what could cause harm?
2. Who might be harmed – children, staff, visitors or others?
3. The level of risk – how likely is harm to occur and how serious could it be?



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4. Existing control measures – what is already being done?
5. Additional controls – what further action is required?
6. Responsibility – who will implement the action?
7. Review date – when will the assessment be checked again?

Areas Covered by Risk Assessment

Risk assessments will be completed where appropriate for areas and activities including:

Premises

- Entrances and exits.
- Gates, doors and security.
- Indoor play areas.
- Children's toilets and changing areas.
- Staff areas.
- Storage areas.
- Outdoor play areas.
- Car parks and surrounding areas.
- Fire safety and emergency evacuation.
- Slips, trips and falls.

Activities

- Indoor and outdoor play.
- Physical activities.
- Water play.
- Sand play.
- Cooking and food preparation.
- Creative activities.
- Use of tools and equipment.
- Gardening.
- Small-world and construction activities.
- Sensory activities.
- Special events and celebrations.



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Children

Risk assessments will take account of individual children's needs where necessary, including:

- Allergies and dietary requirements.
- Medical conditions.
- Additional needs or disabilities.
- Mobility requirements.
- Behavioural or developmental needs.
- Specific risks associated with individual children.

Where a child has a medical condition, an appropriate healthcare plan or individual risk assessment will be completed where required.

Outings and Trips

A specific risk assessment will be completed for outings and trips before they take place.

This will consider:

- The destination.
- Travel arrangements.
- Staff-to-child ratios.
- Supervision.
- Road and traffic risks.
- Safeguarding.
- First aid arrangements.
- Emergency contact arrangements.
- Weather conditions.
- Toileting and changing arrangements.
- Food and drink.
- Allergies and medical needs.
- Lost or missing child procedures.
- Accessibility.
- Any specific risks associated with the destination.



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Staff will be made aware of relevant control measures before leaving the setting.

Dynamic Risk Assessment

Not all risks can be identified in advance.

Staff are expected to carry out dynamic risk assessments throughout the day and respond appropriately when circumstances change.

For example, staff should consider risks arising from:

- Wet or slippery floors.
- Damaged equipment.
- Spillages.
- Changes in weather.
- Children engaging in unexpected activities.
- Changes to staffing levels.
- Visitors or contractors.
- Changes to the environment.
- An incident or near miss.

Where an immediate risk is identified, staff should take action straight away to make the area or activity safe and report the matter to the Operations Manager or appropriate senior member of staff.

Supervision

Appropriate supervision is an essential control measure.

Staff must remain alert to children's activities and position themselves so that they can effectively supervise children.

Supervision will take account of:

- Children's ages and developmental stages.
- The nature of the activity.
- The environment.
- The number of children.
- The needs of individual children.



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- Identified risks.

Staff must comply with applicable EYFS staffing and supervision requirements.

Equipment and Resources

Equipment and resources will be checked regularly to ensure that they are safe and suitable for children's use.

Staff must:

- Remove damaged equipment from use.
- Report defects promptly.
- Store equipment safely.
- Follow manufacturers' instructions where applicable.
- Ensure resources are appropriate for the children's age and stage of development.

Hazardous Substances

Cleaning products, chemicals and other hazardous substances must be stored securely and kept inaccessible to children.

Where appropriate, COSHH requirements will be considered and relevant assessments and safety information will be maintained.

Staff must not bring potentially hazardous substances into the setting without authorisation.

Food and Allergies

Food preparation and eating areas will be risk assessed where necessary.

The setting will maintain appropriate procedures for:

- Food allergies.
- Intolerances.
- Special dietary requirements.
- Choking risks.
- Food hygiene.



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- Safe food preparation and storage.

Staff will be made aware of relevant children's dietary and allergy requirements.

Fire and Emergency Procedures

The setting will maintain appropriate fire and emergency risk assessments.

Fire safety arrangements will include:

- Emergency evacuation procedures.
- Clearly identified escape routes.
- Fire detection and alarm systems.
- Fire-fighting equipment.
- Emergency lighting where required.
- Regular testing and maintenance.
- Fire drills.
- Staff awareness of emergency procedures.

Risk assessments will also consider other foreseeable emergencies, including lockdown or other situations requiring children and staff to remain inside the building.

Accidents, Incidents and Near Misses

Accidents, incidents and near misses will be recorded and reviewed in accordance with the setting's procedures.

Where an incident identifies a previously unrecognised hazard or demonstrates that existing controls are insufficient, the relevant risk assessment will be reviewed.

Serious incidents will be escalated and reported to the appropriate authorities where required.

Staff Training

Staff will receive appropriate health and safety information and training as part of their induction and ongoing professional development.



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Training may include:

- Health and safety.
- Fire safety.
- First aid.
- Food hygiene.
- Manual handling.
- COSHH.
- Safeguarding.
- Infection prevention and control.
- Emergency procedures.

Recording and Monitoring

Risk assessments will be documented where appropriate and will identify:

- The hazard.
- People at risk.
- Existing controls.
- Further actions required.
- Person responsible.
- Completion date.
- Review date.

Risk assessments will be accessible to relevant staff.

Review of Risk Assessments

Risk assessments will be reviewed:

- At least annually where appropriate.
- Following an accident or serious incident.
- Following a significant near miss.
- When there is a change to the premises.
- When new equipment is introduced.
- When a new activity is introduced.
- When staffing arrangements change significantly.
- When there is a change in legislation or guidance.



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- When an individual child's circumstances create a new or increased risk.

Risk assessments will be updated sooner if circumstances require.

Risk Assessment Approach

The setting will aim to eliminate risks wherever reasonably practicable. Where a risk cannot be eliminated, appropriate control measures will be introduced to reduce it to an acceptable level.

The setting recognises that children need opportunities to experience challenge, make choices and develop independence. Risk assessment will therefore be used to manage reasonable risks rather than unnecessarily prevent children from participating in activities.

Equality and Inclusion

Risk assessments will consider the individual needs of children, staff and visitors.

Reasonable adjustments will be made where necessary to enable children with additional needs or disabilities to participate safely in activities and access the setting.

Policy Review

This policy was adopted in September 2026.

It will be reviewed annually or as and when required.

Last updated: 09.09.26

Signed by Chair of Trustees:

Signed by Operations Manager: