

## **RISK ASSESSMENT POLICY**

Sunrise Preschool is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our children need to be educated into how to cope safely with risk.

### **WHAT IS A RISK ASSESSMENT?**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g., fire)
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g., a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g., loss of life, destruction of property).
- Risk Control Measures or Safe Operating Systems are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g., staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Risk Assessments focus on prevention, rather than reaction when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly. Training in relation to risk assessments is delivered annually.

### **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

A large range of activities will be carried out at Sunrise, each of which will require a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational visits and trips
- Site usage e.g., the playground area & communal areas
- Legionella
- Covid19

But risk assessments are also needed for many other areas, including:

- Staff, e.g., pregnancy, return under 'fit for work' limitations issued by GP

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits.

### **Child Protection and Pastoral Care**

Our Safeguarding Policy outlines the procedures in place to identify children at risk beyond the environs of the preschool.

## **Medical and First Aid**

Our Administering Medicines and Inclusion Policies outline the procedures for managing children's medication. The Manager is responsible for reporting any notifiable accident that occurs on school premises to a child, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

## **Unsafe areas**

We ensure that children understand why they do not have access to potentially dangerous areas, such as the kitchen, the roof and storage areas. All flammables are kept securely locked. Children do not have access to catering, maintenance and cleaning stores of the preschool.

## **CONDUCTING A RISK ASSESSMENT**

Sunrise's policy is not to carry out any high-risk activity. Activities involving children are normally low risk. Children are always spoken to about how to keep safe when undertaking any activity which has been risk assessed.

### **Procedure:**

- State the parameters of the activity
- Note the key safety measures in place for the activity
- Note which HAZARDS have been identified
- Evaluate whether these are LOW, MEDIUM or HIGH risks
- If there are any HIGH risk areas, the activity must not take place
- For other risks, identify the safe operating systems you will put in place
- Send to the Manager for review and authorisation: -

### **Specialist Risk Assessments:**

The Manager is responsible for ensuring specialists to carry out the following risk assessments:

- Fire safety
- Gas safety
- Electrical safety

## **Reviews**

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its grounds and equipment, together with its arrangements for catering and cleaning.

**Responsibilities of all Staff**

All members of staff are given a thorough induction into the preschool's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of children and visitors. They are responsible for cooperating with the Manager and other members of the Nursery Management in order to enable the Management Committee to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Manager.

This policy was adopted on 1 December 2025

Date to be reviewed 1 December 2026

Signed on behalf of the management committee

Name of Signatory                      **Mary Anne Lovage**

Role of Signatory                      **Manager**