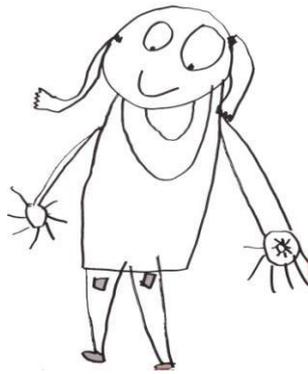


Greenbank Pre School

Risk Assessment - Premises Policy



Greenbank Pre School

Edinburgh Greenbank Parish Church of Scotland
Braidburn Terrace
Edinburgh EH10 6ES

*Early Years Scotland membership number 10042
Greenbank Parish Church Charity No SC011325*

Risk Assessment

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 impose an obligation upon employers. Greenbank Pre School is responsible for the safety and well-being of the children attending and for ensuring the health, safety and welfare of all staff, paid or unpaid, and other adults who are involved, in any way, in the activities and undertakings of the Pre School. We have a duty to eradicate or control any risks to children, staff, parents and others associated with our work.

We are therefore obliged to:

- conduct risk assessments
- record significant findings of the assessments
- monitor the management of risks by ensuring discussion of risks and hazards are on the agenda at staff and committee meetings
- accurately record and report accidents or incidents as they occur
- carry out ongoing risk assessment in order to ensure risks are being managed or eliminated appropriately and to identify new or emerging risks.

We have a written health and safety policy. The policy influences how we organise and carry out activities and identifies hazards which might occur, the associated risks, and the control measures to be taken to eliminate or minimise the risks.

The teacher/manager and other staff or members of the Management Committee carry out regular risk assessments of the premises and prior to outings. The Fire Safety Officer for Greenbank Church provided guidance on evacuation in the event of a fire or suspected fire.

Information about hazards, risks and preventative measures are known to staff, parents, children and others as appropriate

What are the significant risks in Greenbank Pre School?

- all access and departure points - missing child
- preparation and giving of snacks and lunches
- adventure play - indoors and outdoors
- outings
- cleaning up spillages and disposal of bodily waste and fluids
- water activity - indoors and outdoors
- woodwork
- visitors to the group
- cooking equipment and activities
- electrical sockets and appliances

- heating apparatus
- storage of cleaning materials
- setting up, packing away and storing equipment
- sunburn during warmer periods
- access to the storage of medical supplies for children with medical conditions
- terrorist/ conflict threat to staff and children

Risk assessments should provide a set of control measures to be followed whenever a particular activity, or piece of equipment is used in the course of the group's work. The control measures should aim to eliminate, or manage and minimise, potential harm or injury to any person, child or adult, engaged in the activity.

It is possible to rate the potential for risk. The rating is dependent on two factors: the probability of something happening, which is termed the probability rating, and the severity of the consequences should it happen, which is termed the effect rating.

The risk rating is arrived at by multiplying the effect rating by the probability rating.

Probability Rating

1. Unlikely to happen
2. May occur at sometime
3. Possible and could happen
4. Probable
5. Very likely to happen

Effect Rating

1. Negligible
2. Minor injury or irritation
3. Some injury, not too serious
4. Serious injury or illness
5. Life threatening injury or illness

Monitoring

GBPSPOL21

Monitoring health and safety performance requires the Pre School staff and members of the Management Committee to regularly examine and check that:

- safety standards and procedures are being implemented
- the controls introduced to eliminate or minimise risk are working
- information and insight gained through monitoring are used to improve practice and procedures
- accidents and incidents are recorded and brought to the attention of appropriate personnel

A record is kept all accidents and incidents which occur in the course of the Pre School day. Accidents and incidents are investigated thoroughly to ensure the underlying causes are identified so that measures can be taken to avert such accidents/ incidents happening again.

Reviewing

Examining the accident and incident record provides information about the types of injury and incidents which have occurred. Assessing all the information helps identify where improvements need to be made and the necessary action.

The Health and Safety policy incorporates risk assessment which helps to establish quality health and safety practices and procedures. People involved in the group are protected; incidents and damage to property are controlled. A positive and proactive approach to health and safety is nurtured and assured.

Useful Reading

A Guide to Risk Assessment Requirements, Managing Health and Safety - 5 steps to success. HSE books tel 01787 881 165

General Information

The laws covering Health and Safety at Work Regulations 1992

Manual Handling Operations Regulations 1992 (as amended 2002)

Noise at Work Regulations - 2005

Control of Substances Hazards to Health Regulations 2002

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)

Workplace (Health, Safety and Welfare) Regulations 1992

Early Years Scotland
Health and Safety Executive

All staff and Committee Members will have a working knowledge of this policy

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