

# Contents

<b>1.0</b>	Introduction	4
<b>2.0</b>	Keeping children safe	8
<b>3.0</b>	Risk assessment	12
	3.1 Checklist of key risks	19
	3.2 Table for risk measurement	20
	3.3 Risk map template	21
	3.4 Action plan template	22
<b>4.0</b>	Fire safety procedures	24
	4.1 Fire safety risk assessment	27
<b>5.0</b>	Hazard analysis	29
	5.1 Hazard analysis form template	37
	5.2 Risk assessment template	38
<b>6.0</b>	Communicating risk	49
<b>7.0</b>	Conclusion	52

Each risk should then be rated high, medium or low for both the likelihood of it happening and the severity of the impact if it does. The ratings can then be compared on the risk map below to give a risk score of A to I. A risk map is a method of visualising risk and focusing on the most important risks. It will show whether any risks have been identified as high likelihood and high risk to help to prioritise actions.

	High impact	Medium impact	Low impact
High likelihood	Risk category A	Risk category B	Risk category E
Medium likelihood	Risk category C	Risk category F	Risk category G
Low likelihood	Risk category D	Risk category H	Risk category I

Any risks that are identified as A, B or C, i.e. higher impact and higher likelihood, should be addressed immediately. It will then be necessary to agree upon action or contingency plans to deal with the medium ranking risks. Any identified as G, H or I, i.e. lower impact, lower likelihood risks, will not usually require action but should be kept constantly under review. A Risk Map Template can be found in Appendix 3.3.

**Addressing risks**

With a risk map in place it is easier for the trustees, directors or owners to make informed decisions about how to address the risks. Action is not always necessary. The group may decide to accept the risk and deal with the consequences rather than try to prevent the event occurring.

The Learning Tree Pre-school risk assessment shows the following:  
 Risk: The government increases the rate of national insurance resulting in budget pressures for the group. Accepting risk: The group decides that they will revise the budget when an increase is announced. No action needed.

For all risks where it has been agreed that action needs to be taken, there are three options:

Action:	Example:
Avoid the risk	Likelihood of flooding is high. Decide to move to a new location.
Share/transfer the risk	Fire damage or vandalism. Take out appropriate insurance.
Minimise the risk	Potential theft of cash tin and contents. Purchase a lockable cabinet to store it in.

There may be more than one action.

## Appendix 5.2 - Risk assessment template

1. Security	Yes/No	Comments
A. Are systems in place to prevent unauthorised access to children and the premises?		
B. Are there sufficient controls to prevent children leaving the premises unnoticed?		
C. Are adults' personal possessions kept in a locked cupboard/drawer/room out of reach of children and intruders?		
D. Have you had a vandalism or theft loss in the last 12 months?		
E. Are there any measures that you could introduce to help prevent arson, vandalism or theft?		
F. Do you have a reasonable level of security in place for your premises overnight and during weekends and holiday periods?		
G. Do you have the following security measures in place? <ul style="list-style-type: none"> <li>• 5 lever mortice deadlocks on exterior/interior access doors to group premises</li> <li>• Key operated window locks on accessible windows</li> <li>• Closed shackle padlock on your shed</li> <li>• Security markings on your computer and TV/video equipment</li> </ul> Note these are the recommended minimum standards.		
H. Are windows above ground floor locked or secured to prevent children falling through them?		
I. Are windows or glazed panels at a height, or constructed from materials, e.g. laminated glass, which will prevent accidental breakage?		
J. Are windows protected from accidental breakage/vandalism from people outside the building?		
K. Has the Crime Prevention Officer reviewed security arrangements?		
2. Accessibility		
A. Are the premises checked to ensure children and adults with disabilities can safely access and exit?		