

KIA MENA MONTESSORI PRE-SCHOOL

The Pavilion, Beckenham Sports Club, Foxgrove Road,
Beckenham, Kent BR3 5AS
020 8658 9009

www.kiamenamontessori.co.uk
office@kiamenamontessori.co.uk



RISK ASSESSMENT POLICY

At Kia Mena we have a corporate responsibility and duty of care to those who work in, and receive a service from our provision. We believe that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, carers, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Risk assessment means:

Taking note of aspects of your workplace and activities that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Procedures

- The manager/deputy manager will undertake training and ensure our staff and volunteers have adequate training in health and safety matters.
- Our risk assessment process covers both adults and children in the setting
- We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.
- The manager/deputy manager ensures, where possible, that checks, such as heating, electricity checks, and any necessary work to the setting premises are carried out annually and records are kept.
- Safety sweeps are conducted when setting up for the day prior to children arriving or closing in the evening. Sometimes a safety sweep will identify a risk that requires a formal risk assessment on form.

This policy will be updated annually
Next update due: OCTOBER 2026