

Risk Assessment Policy

Risk Assessments are carried out every 3 months where the risks directly affect the children that we care for or every 12 months for the more general risk assessments, following an accident or incident, or if circumstances change that warrants a new risk assessment - whichever comes first.

We are required by the management of health and Safety at Work regulations to carry out risk assessments for all activities. Risk assessments are also required by other legislations, i.e. COSHH, Manual Handling etc. All staff members must be aware of all risk assessments and their guidance.

The aim of this policy is protect the health and welfare of all employees, volunteers, children and visitors of the nursery. The risk assessment process is important in ensuring all the appropriate measures are identified to ensure the smooth day to day running of the nursery.

The management of Health & Safety regulation states that every employer shall make a suitable and sufficient assessment of:

- (a) the risks to the health and safety of their employees to which they are exposed whilst they are at work; and
- (b) the risks to the health and safety of persons not in their employment arising or connected with the organisations work activities.

The employer should review any such assessment if: (a) there is a reason to suspect it is no longer valid; or (b) there has been a significant change in the matter to which it relates. The regulation also requires employers to record the significant findings of the assessment.

Risk Assessment in Practice (Definitions)

Hazard: Something with the potential to cause harm

Risk: The likelihood of the harm being realised and the severity

Recording Risk Assessments

The 'significant findings' of the assessment must be recorded, and this includes:

- (a) The significant hazards identified on the assessment. i.e. those hazards, which if not properly controlled, might pose serious risk to workers or other people.
- (b) The existing control measure which are in place and effectively control risks.
- (c) Those who may be affected by the risks identifies.
- (d) The decisions taken as a result of the assessment. The results of the risk assessment and the preventative measures identified by it should be shared with those who could be affected by the hazard.

Responsibility for Carrying Out Risk Assessments

Managers will have the responsibility of ensuring that there are suitable and sufficient risk assessments for the areas they are responsible for. They may delegate the task of carrying out the risk assessment to 'competent' staff. Competency for the purpose of carrying out a risk assessment means

an understanding of the work activity and best practice; understanding of the regulations they are complying with and the ability to be objective and impartial.

Employees will be expected to comply with preventative measures identified by risk assessments. Failure to do so may put themselves or others at risk and as such failure to follow these measures will be dealt with under the disciplinary procedure.

Hazard	Fire
Who could be harmed	Staff, Children, Visitors
Existing Controls	Daily register taken of attendance Visitors Book Fire Drill practiced monthly, records kept All exits kept free of obstruction No smoking policy allowed on premises Fire Drill procedure displayed in each area
How serious is the risk of injury?	Medium
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	Staff members are responsible for getting the children out of their rooms safely. Samantha Davidson to ensure building is empty. Fire drill will be practiced monthly.
Checks carried out by whom?	Nursery Manager

Hazard	Electricity – Mains electricity and use of portable electrical appliances
Who could be harmed	Staff, Children, Visitors
Existing Controls	Mains installation tested within the last 5 years All plug sockets fitted with safety covers when not in use or placed at a height where children cannot reach. Appliances turned off when not in use
How serious is the risk of injury?	High risk of injury/death due to the nature of the hazard
What further action is needed to control the risk?	Fixed electrical installation to be checked by a competent person every five years in line with recommended standards. Training of staff to recognise and report faults.
Who will be responsible for what action and when/how often will it be taken?	Manager to organise electrician to inspect installations in accordance to guidance every five years. Manager to ensure all portable appliances are inspected every 12 months
Checks carried out by whom?	Nursery Manager

Hazard	Outdoor Play Area
Who could be harmed	Children
Existing Controls	Outdoor equipment is checked daily Staff made aware of common hazards Staff to ensure that they monitor gates during play time activities or Garden Time.
How serious is the risk of injury?	Low
What further action is needed to control the risk?	Continual vigilance by staff
Who will be responsible for what action and when/how often will it be taken?	All staff, on-going
Review checks & Person responsible?	Nursery Manager - during Staff Meetings

Hazard	Hot Surfaces, Hot Water
Who could be harmed	Children
Existing Controls	Thermostatic valves fitted to hot water supply in children's toilets Hot drinks are ONLY allowed in the staff room Staff to report any variation in water temperature to a senior member of staff No children allowed in the kitchen
How serious is the risk of injury?	Low
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	All staff, on-going
Checks carried out by whom?	Nursery Manager -during staff meetings

Hazard	Manual Handling
Who could be harmed	Staff
Existing Controls	Manual Handling Techniques Correct Lifting Procedures Manual handling Policy Adequate Lighting
How serious is the risk of injury?	Low
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	All Staff, on-going

Checks carried out by whom?	Nursery Manager - during staff meetings. All staff to sign to say they have read and understood the policy
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This policy was adopted on: April 2021

Date for review; April 2022