

All Saints Nursery School

Risk assessment

EYFS 2014 Risk assessment 3.64

Policy statement

All Saints Nursery believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment. We have risk assessments for indoors, outdoors, any activities not usually part of continuous provision and outings

We follow risk assessment principles.

- We have a clear indication as to who is responsible for carrying out risk assessments and when these are to be reviewed.
- We identify the risk: Where is it and what is it?
- We identify who is at risk: Childcare staff, children, parents, visitors
- We make an assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- We put in place control measures to reduce/eliminate risk: What will we need to do, or ensure others will do, in order to reduce that risk?
- We have procedures for monitoring and review: How do we know if what we have said is working, or is thorough enough?

Procedures

Our risk assessment process covers adults and children and includes

- Checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
- We carry out general risk assessments of each area of the Nursery (garden, main room; patio, astro turf, kitchen and lobby).
- We carry out daily checks on the garden, kitchen, main room, toilets and lobby. These are recorded on separate sheets in these areas by the person responsible on that day.
- We carry out risk assessment before any outing and record short outings such as to the churchyard or large hall (see outings policy)

- We develop an action plan that specifies the action required, the time-scales for action, the person responsible for the action.

Who is Responsible

- The Manager and Safety Officer are responsible for **overseeing** the risk assessments for the nursery and these assessments are reviewed and actioned weekly. A record is kept in our **Risk Assessment File**.
- We have **daily** risk assessment checks and the member of staff responsible for working in that area on that day will carry out the check before the children enter the setting and sign to say they have done so.
- We have risk assessments for **outings** and the person responsible for organising the outing will carry out the pre visit check and record any concerns and action to be taken on the outings risk assessment form. (See also outings policy)
- We carry out risk assessments for extra or infrequent **activities** (Such as chick hatching) noting potential hazards, level of risk, action to be taken. The person who is organising the activity is responsible for the risk assessment.

Legal framework

- Management of Health and Safety at Work Regulations 1992

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	_____	