

RISK ASSESSMENT

POLICY STATEMENT

Our 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 agree that risk assessment means taking note of aspects of the nursery routine, environment and activities, that could cause harm to any adult or child, using the nursery, and deciding what needs to be done, to prevent that harm and making sure that this is adhered to.

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 manage 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.

Health and Safety risk assessments inform procedures. Staff and parents are involved in reviewing risk assessments and procedures. They are the ones with first-hand knowledge as to whether the control measures are effective and they can give an informed view, to help update procedures accordingly.

The basis of this policy is risk assessment. We follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: staff, volunteers, children or parents?
- 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.
- Control measures to reduce/eliminate risk: What will we need to do, or ensure others will do, in order to reduce that risk, or eliminate the risk?

- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution. I.e. ensure that the measures taken have reduced or eliminated the risks.

PROCEDURES

The Manager, keeps up to date with current legislation, and ensures that staff and volunteers are kept informed and that their health and safety practice reflects the legislation.

- Our risk assessment process covers adults and children and includes:
- Determining, where it is helpful to make some written risk assessments, in relation to specific issues, to inform staff practice, and to demonstrate and evidence how we are managing risks.
- Checking for and noting, hazards and risks, inside and outside, with regard to routine, environment, equipment and activities.
- Assessing the level of risk and who might be affected;
- Deciding which areas need attention; and developing an action plan that specifies the action required, the time-scales for the action, the person responsible for the action and any funding required.
- We have written risk assessments which are reviewed regularly, see appendix for examples.
- The Manager ensures that checks, such as electricity and gas safety checks, and any necessary work to the setting premises, are carried out annually and records are kept. [see Premises Manager] for details and action plans.
- Our Manager ensures that staff members carry out risk assessments which include relevant aspects of fire safety and food safety within the nursery.
- Our Manager ensures that staff carry out risk assessments for work practice including:
 - Changing children
 - Preparation and serving food/drink to children
 - Children with allergies
 - Cooking activities with children
 - Supervising outdoor play and indoor/outdoor climbing equipment
 - Assessment, use and storage of equipment for children living with a disability
 - The use and storage of substances which may be hazardous to health, such as cleaning chemicals.

- Visitors to the setting who bring equipment or animals as part of children's learning experiences
- Our Manager ensures that staff carry out risk assessments for off- site activities if required including:
 - Children's outings [including use of public transport]
 - Home visits; and
 - Other off-site duties such as attending meetings,
 - Banking etc.

We take precautions to reduce the risk of exposure to Legionella [Legionnaires disease]

We ensure that we are familiar with the HSE guidance and risk assess accordingly/are familiar with the risk assessment relevant to the premises from the Church.

- We also endeavour to eliminate potential risks, by taking the following actions.
- We maintain lists of health and safety issues:

A **Daily** Health and Safety Risk Assessment in the form of a tick list [see clipboard in the white trolley] which is completed and initialled, before and during the nursery session by the deputy.

A **Daily** Health and Safety Risk assessment in the form of a tick list specifically for the side outside area (see clipboard in the white trolley) which is completed and initialled prior to use by the person who is going to use the area, and initialled

A **Weekly** risk assessment- This is completed by the deputy on a weekly basis and shared with the Manager

A **Half** termly risk assessment- This is completed by the deputy at the end of each half term and shared with the Manager

- In addition, a thorough risk assessment is carried out prior to Nursery outings, fundraising events, and Open Mornings and Church presentations.
- Our nursery risk assessments are recorded, and reviewed regularly - See appendix for examples
- **ALL** recorded information regarding our assessments and any action taken, can be found in the Large Red Risk Assessment File in the Nursery Cupboard. Information is retained for a period of three years.
- **ANNUAL** risk assessment -The Church Premises Manager- is responsible for the Annual Safety Checks which include electrical, gas and fire prevention equipment. See Blue Health and Safety File [vol.1] in Church Office.

Legal framework

Management of Health and Safety at Work Regulations 1999

Further guidance

Five Steps to Risk Assessment (HSE 2006)

Other useful Early Years Learning Alliance publications

- Managing Risk (2009)
- Legionnaires' Disease-A Brief Guide for Duty-holders
{HSE 012]www.hse.gov.uk/pubns/indg458pdf

This policy was adopted at a meeting of Tilbury Nursery Management Committee	
held on	(date)
Date to be reviewed	(date)
Signed on behalf of the Management Committee	
Name of signatory	Mr Frank Palmer
Role of signatory	Chair of Management Committee