

# Risk Assessment Policy and Procedure

Date: September 2018

Review Date: October 2019

## Introduction

The staff at Newton Westpark Nursery are committed to proactively identifying and managing risks within its day to day activities.

The need to identify risks both on a clinical basis and operational basis is paramount in safeguarding the health and well-being of children, parents, staff and visitors.

Risk assessments are vital in identifying issues that could harm people. The aim is to ensure that no one is injured or becomes ill due to conditions in the nursery or because of poor working practices. By identifying risk we will apply preventive and protective measures to create a healthier environment for all and meet statutory obligations.

Risk assessments should be carried out daily and be thorough, there are individual risk assessments for each room, the entrance and carpark, the nursery room, staff room and toilet and the nursery garden. These should be signed daily by a member of staff.

Each area of the setting and the continuous provision within the nursery room are annually risk assessed by a member of the Management team. This includes potential hazards, existing control measures, who may be harmed and what further may be necessary. This is then shared with the team.

## Objective

This policy aims to:

- Inform staff of their responsibilities for undertaking risk assessments and acting on their findings.
- To ensure risk assessments are recorded and reviewed on a daily basis.
- To ensure outings are risk assessed and safe staff to child ratios are maintained.

The policy applies to all employees working at Newton Westpark Nursery.

Contractors working at the Nursery will be expected to undertake risk assessment relevant to their work activities and take preventative measures to reduce the risk. Risk Assessment is the assessment of individual risks through identification of hazards followed by analysis of the risk from the hazard to see if harm is likely to be caused.

**Hazard** – A hazard is something that has the potential to cause harm e.g. electricity, gas, chemicals, glass, machinery, foreign object or working environment etc.

**Risk** – Is the likelihood that the harm from a particular hazard could happen and the chance the risk could cause harm either great or small.

**Plans** – are the measures put in place to prevent the risk causing harm.

## Outings

Written parental permission must be obtained for children to take part in outings. Risks must be identified and steps taken to remove, minimise or manage risks and hazards. This must include consideration into safe adult/child ratios. These risk assessments do not necessarily need to be in writing but must be carried out.

Risk Assessment is a legal requirement under the Management of Health & Safety at Work Regulation 1992. It is very important in the prevention of accidents, injuries and ill health.

Risk Assessment involves a proactive approach to identify hazards evaluating the extent of the risks involved and taking the necessary action to remove/reduce the risks.

Risk Assessment documents must be displayed in each room and reviewed and updated on a regular basis. Alongside this, daily risk assessments are carried out on each area prior to the children arriving.

Management Signature: .....

Date: .....