



## Risk Assessment

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**We understand the importance of ensuring that systems are in place for checking that our Nursery is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incidents taking place. They are the responsibility of all staff as part of their daily duties.**

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the Nursery is required to undertake regular risk assessments and take any necessary action to minimize any risk identified from these assessments.

Risk assessments shall be carried out on the following:

- Building - to include Fire, use of facilities/equipment, maintenance, food safety (where deemed necessary)
- Employees – to include exposure to activities involving children, manual handling, use of display screen equipment, use of chemicals, dealing with members of the public (where appropriate).
- Children – to include activities carried out by children both inside and outside the Nursery. This also includes any excursions off of the Nursery premises.

The Committee and Manager are responsible for making sure that risk assessments are completed, recorded and effectively monitored. Reviews are conducted on a periodic basis or when there has been a significant change to any equipment or resources, any change to the Nursery's premises, or when the particular needs of a child or other visitor necessitates this.

The Committee and Manager are further responsible for conducting any necessary reviews or making changes to the Nursery's policies or procedures in the light of any potential risks that they or other members of staff discover.

Further to risk assessments being carried out and control measures implemented a visual inspection of both the equipment and the entire premises both indoors and outdoors will be carried out daily. This will, ordinarily, be carried out by a designated member of staff on arrival at the Nursery and will be completed before any children arrive.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The Nursery’s environment, both indoors and outdoors.
- All surfaces/edges etc, both indoors and outdoors.
- All equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Manager and ensure that a record is made in the Incident Record Book.

The Manager, in conjunction with the Management Committee, are then responsible for ensuring that any necessary remedial action is taken.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually. Next due to be updated: September 2021.

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”