

## **Risk Assessment Policy**

### **Statement of Intent**

It is our intention that the children in our care, staff, parents/carers, volunteers and visitors are safe from hazard or risk. It is not our intention that the children 'should be wrapped in cotton wool' rather that they can be free to play, explore and learn in a safe, minimum risk, environment.

A **hazard** is anything that may cause harm, such as a broken toy, toys on the floor, chemicals, electricity, an open drawer, etc.

The **risk** is the chance, high, medium or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Using the five steps to risk assessment (using guidance from the Health and Safety Executive) our, risk assessment is

- Step 1 – Identify the hazard
- Step 2 – Decide who might be harmed and how
- Step 3 – Evaluate the risks and decide on precautions
- Step 4 – Record our findings and implement them
- Step 5 – Review our assessment and update if necessary

This is done by the following:

### **Daily-Visual inspection, inside & outside** (to be carried out by manager/deputy)

- Check door alarm is working and that there is access to the emergency exit
- Inspect any equipment or toys that the children are using
- Deal with any breakages or spillages immediately as they happen
- Supervise and maintain toilets

**Record that the inspection has taken place and any action taken.**

### **Fortnightly-Walk & Use inspection, inside & outside** (to be carried out by manager/deputy)

- Walk around entire setting and test all equipment including outdoor equipment, heating and water fittings
- Check moving parts of equipment

**Record that the inspection has taken place and any action taken**

### **Termly - Full check, inside & outside** (to be carried out by manager/deputy)

- Use risk assessment document to thoroughly check nursery
- Discuss at staff meeting

**Record that the inspection has taken place and any action taken**

**Annual Inspection- Full check, inside & outside** (to be carried out by registered person)  
**Complete new risk assessment document if necessary**

We have a trained Health & Safety Officer (Mel Luck) and a Health & Safety policy.