

RISK ASSESSMENT

Risk Assessment is the cornerstone of an effective Health and Safety Management system. There is an absolute legal duty to carry out a formal systematic examination of:

- Premises
- Equipment and
- Work activities (see below)

Activities involving children that take place in the nursery must be risk assessed before they take place, this will mainly apply to practical activities such as craft, water – and must take into account substances, materials and tools. All activities that employees / volunteers are involved in must also be risk assessed e.g. “nappy changing” “moving play equipment” “working with children with challenging behaviour”.

- Suitable and sufficient risk assessments enable managers to take effective measures to protect the health and safety of employees and other people, e.g. children, visitors, contractors, who may be affected by work activities.
- A Risk Assessment should identify the hazards and risks involved and the safety measures that will be used to reduce the likelihood that anyone will be harmed. It should take account of all persons likely to be affected i.e. staff, pupils, visitors and in some cases trespassers. Particular attention should be given to staff / pupils with a disability, young persons/ inexperienced staff, lone workers, pregnant workers.
- All risk assessments must be retained in the nursery *Health and Safety File* and reviewed on a regular basis (minimum once a year).
- All staff should be fully briefed on the results of risk assessments and in some cases parents and carers may wish to see them.
- Risk assessment should be carried out by those who are competent to ensure the assessment is suitable and sufficient; in many instances it is far better to use the team approach and involve at least 2 people in the process.
- All risk assessments must be signed and dated by the manager who by doing this indicates their acceptance of them and acknowledges it is their responsibility to ensure they are implemented.

Children’s safety

- All areas will be supervised at all times
- Staff: Child ratios shall be maintained at all times

- Only persons who have completed the Criminal Records Bureau checks will have unsupervised access to children.
- Whenever children are on the premises at least two adults are present

Outdoor / Indoor Areas

- The outdoor play area will be appropriately supervised at all times.
- The outdoor and indoor areas will be checked at regular intervals for any unsafe hazardous materials or defective equipment.
- Fixed and mobile play equipment and all other equipment will be subject to a regular and documented maintenance and inspection to ensure safety at all times.
- The outdoor area is fenced and secure.

Sign on behalf of WKN Nursery _____ Proprietor/Manager

December 2008
Next review date: January 2010