



RISK ASSESSMENT AND MANAGEMENT

Statement of Intent

We recognise whilst risks cannot be entirely avoided, through the careful identification, assessment and management of risks their likelihood and impact can be significantly reduced. A risk assessment is an important tool in protecting all setting users, by identifying hazards and putting in place risk reduction measures. The law requires that everything 'reasonably practicable' is done to protect people from harm.

Risk assessment

The Head Teachers are responsible for ensuring appropriate risk assessments are undertaken.

Identify the Hazards

A full risk assessment is carried out by the Head Teacher or identified member of staff termly, to identify anything which children or adults may come into contact with and identify all hazards associated with their area of responsibility and delivery, that could reasonably be expected to cause harm. The risk assessment covers all rooms within the nursery and all nursery activities and procedures both indoors and outside. Hazards can be identified by:

- Observing a task or area
- Referring to available guidance and information about best practice
- Looking at accident, incident and ill-health records
- Checking manufacturer's instructions (equipment and toys)

Evaluate and assess the risk

For each hazard identified the level of risk must be evaluated (high/medium/low). This evaluation may include the level of harm presented by the hazard, the number of people involved and the likelihood of the harm occurring. An action plan should be drawn up and the necessary control measures put in place. Consideration should also be given to whether these are suitable and sufficient and whether any further control measures are required. This may include cost and other resource implications.

Daily risk assessments are carried out of each separate play and work area (indoors and out of doors) and any health and safety issues raised are actioned appropriately and recorded. Periodic risk assessments are undertaken in relation to specific activities or circumstances such as lone working, outings, moving equipment or where there are new and expectant mothers or disabled children using the setting.

Risk assessment forms may be completed by any member of staff, and passed to the appropriate person if further action is required. Completed forms are stored in a folder in the main office. Risk assessments are reviewed annually, or when there has been a significant change in policies/procedures/equipment or after an incident/accident.

Risk Management

All staff are responsible for ensuring that assessed risks are properly managed. This means taking action to reduce or eliminate the risk and, if necessary avoiding the risk altogether.

Staff who are unsure of the action they should take in respect of risk management should speak to the Setting Manager.