

## Risk Assessment Policy

The management will nominate members of staff to carry out a regular Risk Assessment of the building and present the findings together with an action plan, should there be any works necessary.

All staff must be aware at all times of any risks to the children or themselves. Should there be a risk, it should be reported immediately to the management who will then take action.

It is the responsibility of each class to complete a risk assessment checklist daily and make sure that their classroom is secure, windows closed, and electricity/equipment switched off before leaving the premises. (All checklist to be taken to the office every Friday before closing)

During the course of the nursery day many potential hazards may arise, and it is important that they are recognised in order that action can be taken to avoid accidents, e.g.

- ensure emergency exits are kept clear
- inform the management if any light bulbs are not working, to ensure adequate lighting especially in the stairway
- ensure all sharp edges and corners are covered
- ensure cupboards with medicine and cleaning products are locked

These should be removed or resolved by a member of staff immediately or reported to the management team.

**See indoor and outdoor Daily Risk assessment checklists.**

## **Coronavirus Risk Assessment**

The Nursery has completed a risk assessment considering the recent concerns in dealing with a coronavirus outbreak. We will continue to follow government and Achieving for Children's early years guidance in terms of closure, adjustments to sickness policy, group meetings, visitors to the nursery, self and social isolation and care provided.

Depending on the government guidance, we will adjust our working conditions accordingly to ensure the safety of our nursery community.