

Risk Assessment Policy

This policy was adopted from	Signed on behalf of Twickenham Park Riverside	Date for review
Policies from 20/21	Guy Mitchell	September 2022

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.

This will be displayed in the Class rooms.

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

See indoor and outdoor Daily Risk assessment checklists.