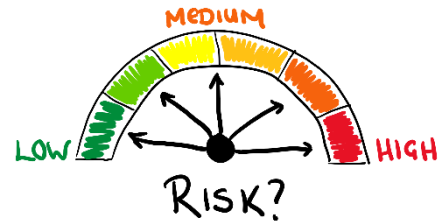


Risk Assessments

The safety, welfare, and overall health of any child in our care is paramount to us. We also aim to protect visitors, staff, parents, and carers during their time in our setting.



To minimise risk of danger, we perform risk assessments on anything a child, staff member, visitor, parent/carer may come into contact with.

The risk assessment is created to identify aspects of the environment that need to be checked on a regular basis. A record of such checks and the actions taken to minimise the danger is documented in risk assessment form and stored in a 'Risk Assessment Folder' in each class and electronic copies are stored on the office computers.

All reasonable steps are taken to ensure that hazards to all – both indoors and outdoors- are kept to a minimum.

Daily Risk Assessments

Using a checklist method, daily risk assessments are used to assess risks in specific areas. These are done before opening and at the end of the day. In addition to these staff are aware of risks throughout the day and ensure they are vigilant in the safety of all in the setting. A daily Risk assessment identifies any risks, actions to minimise and who has been responsible for the checks. We keep a daily risk assessment in:

- The kitchen
- The entrance foyer
- The Toddler Room including their undercover area
- The Baby Room including their undercover area
- The Preschool Room including their undercover area
- The children's toilet
- The disabled/staff toilet
- The outdoor gardens

Detailed risk assessment

We use a detailed risk assessment to identify a specific risk. This may be an area, equipment, or substance.

The detailed risk assessment is created to identify record and minimise the risk as well and is situated where all can see it. This may be near the risk itself or on the areas entrance door. Where a risk is temporary e.g. 'messy play resources', craft equipment, or a wet floor- a laminated risk assessment may be used as a precautionary method and then stored back into the rooms 'Risk Assessment Folder'.

Monthly Audit for continuous provision

We use a monthly audit known as our monthly health and safety checks for the nursery to ensure we are providing provision that meets high standards for the children and all who visit our setting. Using a monthly audit, we can identify gaps or needs in our provision.

- We use forms to record any risks assessments, accidents or concerns from the previous month and create a plan to support and improve these findings. Any risk is minimised to at least a 'medium risk'.
- We may also identify the need of additional training, materials, or resources to support the findings from the audit.
- A senior member of staff will conduct an audit and may ask the room leaders, staff members, children and parents/carers for their input.
- All information and records are gathered and stored in the 'Continuous provision Folder' in the office.

Procedures

The environment

- Daily risk assessments and safety checks on the premises, indoors and outdoors is made daily before the nurseries opening hours and at the end of each day.
- The outdoor space is securely fenced. Any gates are padlocked and only opened by a senior member of staff when the nursery is closed or in the event of a fire evacuation.
- Equipment is checked through a monthly audit by a senior member of staff and resources/equipment may be replaced if they are deemed unsafe or unsuitable.
- The layout and space provided for the classrooms are monitored by strict ratios and the design ensures children and adults may move freely without risk between activities and areas.
- A high-tech fire alarm system is used in every room to detect a fire.
- Fire exits are kept clear at all times and are checked as part of the premises daily risk assessment.

- All fire equipment is checked by a qualified, competent person.
- Electric points are turned off when not in use and a safety cap is used to protect the children from shock.
- All dangerous materials including cleaning materials are stored in our store room or in a locked cabinet out of reach from children or visitors.
- Internal safety gates/barriers are used where necessary to protect the children from straying.

Supervision

- All children are supervised by adults at all times and are always in sight of a qualified adult.
- Children may only leave a group with an authorised adult.
- Children are signed in and out of their classroom using our Nursery Register
- Children do not have unsupervised access to the kitchen, office, outdoors, cookers, storage cupboards and toilets.
- Staff ratios are adhered to at ALL times to comply with legal requirements.
- A minimum of two adults are present at all times when the nursery is open between 7:00am and 6:00pm

Adult Safety

- All adults in the setting both staff and visitors are aware and respect the nurseries safety policies and procedures.
- A parent/carers and visitors 'Code of Conduct' is situated at the entrance foyer.
- Staff members receive adequate training on manual handling and safe lifting.
- Heavy materials are not stored above head height

Management

- We use a book to report any accident/incident which is kept in the nursery office.
- Regular safety monitoring is carried out by the nursery manager and will include checking the accident record as a basis for risk assessment.
- The nursery manager will ensure that all health and safety policies and procedures including risk assessments are made aware to all staff, parent/carers and visitors through documents and posters.

- We have a strict NO SMOKING policy.

Special considerations

- Areas that may pose a particular hazard are identified using a laminated sign and staff members are aware of a high potential of risk. All risks are monitored closely by staff members who are trained in doing so.
- Safe surfaces are used where children are using play equipment to minimise any risk of falling or injury.
- Cooking activities are conducted by a qualified person.
- Any visits out of the setting, or visitors into the setting such as animals etc are risk assessed individually. Risks will be minimised where possible and precautions made aware to all adults involved.