



RISK ASSESSMENT

POLICY AND PROCEDURE

To ensure that we protect the health and welfare of all employees, volunteers, children and visitors to the nursery, Stepping Stones Nursery carries out regular risk assessments.

Risk assessments are carried out daily by all members of staff, before the setting is opened to the children. Any hazards identified are dealt with as promptly as possible, and action plans put into place to minimise potential harm. Risk assessments are also carried out monthly where the risks directly affect the children in our care, or every 12 months for more general risk assessments. We will carry out a risk assessment following an accident or incident, if necessary, or if circumstances change that warrants a new risk assessment. Each unit had their own risk assessment files and there is an office risk assessment file located in Nicola's office. Bobby Training will be carried out to ensure all staff are able to carry out risk assessments correctly.

The risk assessment process is a key element of ensuring all appropriate measures are identified to assist the achievements of ensuring the welfare and safety of all employees, volunteers, children and visitors to the setting.

Risk Assessment in Practice

Health and Safety regulations state that every employer shall make a suitable and sufficient assessment of: (a) the risks to the health and safety of their employees to which they are exposed whilst they are at work; and (b) the risks to the health and safety of persons not in their employment arising out of or in connection with the organisations work activities. The employer should review any such assessment if: (a) there is reason to suspect it is no longer valid; or (b) there has been a significant change in the matter to which it relates. The Regulations also require employers to record the significant findings of the assessment.

Definitions:

Hazard: Something with the potential to cause harm

Risk: The likelihood of the harm being realised

Recording Risk Assessments

The "significant findings" of the assessment must be recorded, and this includes: (a) the significant hazards identified in the assessment i.e. those hazards, which if not properly controlled, might pose serious risks to workers or other people who could be affected by the work activity. (b) The existing control measures which are in place and how effectively they control the risks. (c) The people who may be affected by the risks identified. (d) The decisions taken as a result of the assessment. The results of the risk assessment and the preventative measures identified by it should be shared with those who could be affected by the hazards.

Responsibility of carrying out Risk Assessments The Managers will have the responsibility for ensuring that there are suitable and sufficient risk assessments for all areas. Unit Leaders will be responsible for ensuring the **daily risk assessment sheets** are carried out within their units.

Diagnosed conditions and Allergy Risk Assessment - Should a child have a diagnosed medical condition/Allergy etc. they should be added to the units Diagnosed conditions and Allergy Risk Assessment form which is to be displayed in each unit's eating areas. Every child in the nursery with a diagnosed condition or allergy must appear on every unit form so all staff are aware of said child's condition.

Employees will be expected to comply with preventative measures identified by risk assessments. Failure to do so may put themselves and others at risk and as such failures to follow these measures will be dealt with under the disciplinary procedure.

ALL RISK ASSESSMENTS MUST BE SIGNED AND DATED AND FILLED OUT COMPLETELY.