8.2 Risk Assessment

EYFS: The Safeguarding and Welfare Requirements
3.65

Policy Statement

Sunrise Community Nurseries (Sunrise) believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

The basis of this policy is risk assessment. The risk assessment processes follow five steps as follows:

- Identification of risk: Where is it and what is it?
- Who is at risk: children, staff, parents, visitors etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Procedures

- Each room including the garden and office, have their own daily risk assessment in the form of tick chart for them to scan the rooms for risks which is carried out each day at 8.00am and 1.00pm.
- When carrying out the risk assessment, staff first of all check everything already listed, then they also re-walk the area they are assessing to look for any other potential hazards. There is a section on the sheet to make notes of anything found.
- If the risk is easily removed, then this is done and recorded on the form.
- If it is something that needs maintenance, then this is recorded in the maintenance book in the office. Our Maintenance Operative checks this book daily and will prioritise his work in accordance with the level of risk.
- Once completed, the checklists are then brought to a member of the Management to be checked, signed and any risks noted to be discussed. If difficult to leave the room due to staffing ratios, then the Room Leader can check and sign.
- If there is something that staff feel could pose a risk, then this is discussed with Management and a more detailed risk assessment may be written up for the particular hazard.
- The risk assessments are reviewed regularly in light of any new risk that may be recognised such as new equipment or a change in situation.

Staffing

- Being shown how to carry out the risk assessments and having the reasons behind them explained by the Health & Safety Officer is part of the induction process.
- Staff also are made aware that they need to take responsibility of recognising and managing risks throughout the day and these are discussed in weekly room meetings and brought to attention of the Health & Safety officer for discussion.
- There is a section in staff meetings and staff bulletins to share any issues or concerns raised. raised.
- We cover Health & Safety. including risk assessment in staff meetings.

Where possible and age appropriate, we encourage the children to be involved in their own risk assessment using the curriculum and daily routine.

Legal framework

- Management of Health and Safety at Work Regulations 1992
- Health & Safety at Work 1974

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Signed on behalf of the nursery: Mikki Parkes	