

Cornhill Nursery ~ Risk Assessment Policy



Introduction

At Cornhill Nursery we believe that the Health and Safety of children and adults is of paramount importance. We realise that it is not possible to guarantee a completely risk free environment, but we take measures to identify any major risks, minimise these with planned actions, encourage self-responsibility, and plan for effective response to potential risks and emergencies.

Aim

Our aim is to make sure that the children, parents and staff are aware of health and safety issues and are safe from harm. This is to minimise any hazards and risks to enable the children to thrive in a healthy, safe and nurturing environment.

Responsibility

It is the ultimate responsibility of the Principal Teacher, under the Health and Safety at Work Act 1974 to ensure that risks to staff, parents and children are minimised or eliminated whenever possible by issuing clear guidelines and modelling good practice.

It is the responsibility of **all** staff to ensure that everyday risk assessments are carried out as part of the daily routine, that any issues are reported and dealt with, and that paperwork is completed as necessary.

The Risk Assessment process covers adults, children and the environment, both inside and out. It includes the following:

- Checking for hazards and risks indoors and outside
- Security doors
- Floors
- Toilets
- Kitchen
- Classroom areas
- Parent area
- Peg area
- Play areas
- Building security
- Playground security
- Experiences provided for the children
- Equipment

- Snack and/or lunchtime procedures
- Food and Drink
- Allergies and Medical needs
- Storage of resources and equipment
- Storage and use of chemicals
- Hygiene
- Toothbrushing
- Staff/Child ratios
- Fire safety

The majority of the above will be logged on paperwork, others will simply be checked physically and its completion and any important findings will be shared with fellow staff members.

Risk Awareness & Safety

As part of our induction training, new staff, supply staff, trainees, students and volunteers will receive a clear explanation of health and safety issues. All of the aforementioned adults will be signposted to our Risk Assessment policy so that everyone involved in the nursery is aware of its importance and adheres to its guidelines. All adults will have an understanding that all aspects of Health and Safety is a shared responsibility at all times.

How the policy will be implemented

Risk assessments will be carried out in order to identify any hazards associated with activities and any strategies that must be put in place to reduce the hazard to an acceptable level of risk.

It is identified that some activities will only come with a low level of risk and will therefore not be assessed for risk on every occasion.

Risk assessments will be reviewed regularly to ensure they are up to date and valid. The responsible staff member will sign and date the appropriate paperwork after a review.

Procedures

- A risk assessment is carried out daily, prior to each session, to make sure that the nursery environment both indoors and outdoors are checked for any hazards or risks that the children may come into contact with. Making sure that all gates are closed but unlocked is priority.

- Children are involved in this process by checking the nursery playground, with qualified and experienced members of staff, to help them identify any risks. Children use a simple checklist that they can carry on clipboards and tick off each item once it has been checked.
- Children are involved in the creation of 'risk benefit' posters, giving them the opportunity to identify any possible risks and how these could be prevented. These are then displayed in the nursery in the corresponding areas.
- The indoor environment layout is set out so both staff and children have easy access to get to and from activities safely, without tripping hazards and this is continuously reviewed.
- Children are encouraged to play with loose parts and all equipment is checked regularly.
- All nursery equipment and toys are checked regularly for cleanliness and safety. Any dangerous or broken pieces are discarded. Toys are cleaned daily to prevent any infections. Information of any broken toys is logged into a booklet and the senior is made aware of this. A cleaning sheet is completed once any construction toys have been cleaned to log this information.
- Risk assessments are completed for any outings by the senior practitioner before any outing takes place. Prior to this staff must check and identify any risks or hazards they would come across during the route on foot. All information is documented on the risk assessment sheet where it clearly states what to do.
- Prior to any outings staff and parent helpers must read, sign and date the document to confirm that they understand the information provided and know what to do. Senior staff will answer any relevant questions other staff members and helpers have, if required.
- All staff are responsible for making sure that all medications are in a safe place, out of reach from the children in the medication cupboard. To ensure that all staff, including supply, have a clear understanding of the children who have particular allergies/intolerances in the setting, photographs and relevant, vital information is displayed in the nursery kitchen cupboard (N1/2 top left hand wall cupboards. N3, snack area - low wall next to fridge freezer). It is the responsibility of the staff member on snack duty to ensure they are aware of any allergies/intolerances, so they can prepare an appropriate, alternative snack.

