



# Risk Assessment Policy

**Reviewed: July 2023**

**To be reviewed: July 2024**

## **Aims:**

We understand the importance of ensuring that systems are in place for checking that our Nursery is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incidents taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations, the Nursery is required to undertake regular risk assessments and take any necessary action arising from these.

A visual inspection of both the equipment and the entire premises – both indoor and outdoors – will be carried out at least daily. This will, ordinarily, be carried out by a designated member of staff on arrival at the Nursery and will be completed before any children arrive.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The Nursery's environment, both indoors and outdoors
- All surfaces, both indoors and outdoors
- All equipment used by children or staff

On discovering a hazard, staff will take all steps necessary to make themselves and any other people potentially affected safe. They will then notify the senior team and ensure that a record is made on the Risk Assessment form.

## **Recording Accidents, Incidents and Dangerous Occurrences**

All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record Book or the Accident Record Book. Records will be used to inform or change practice to ensure accidents and incidents in the Nursery are minimised.

Records must contain: Child's name, Accident or near miss, Description of event, Action taken, Signed by parent or carer and by manager

Staff should inform the parents/carers of the child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

Ofsted will be informed of any serious accident/incident and dangerous occurrence involving a child or member of staff whilst at the Nursery.

We will also report work-related accidents, diseases and dangerous occurrences under the RIDDOR '95 regulations (see [HYPERLINK "http://www.riddor.gov.uk/"](http://www.riddor.gov.uk/) [www.riddor.gov.uk](http://www.riddor.gov.uk/)).