

Risk assessment policy

What Is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people or an organisation that could result from a particular activity or situation.

- ☐ A **hazard** is something with the potential to cause harm.eg, fire
- ☐ A **risk** is an evaluation of the probability or likelihood of the hazard occurring
- ☐ A **risk assessment** is the resulting assessment of the severity of the outcome.eg, loss of life or destruction of property
- ☐ **Risk control measures** are the measures and procedures that are put in place in order to minimise the consequences of risk.eg, work procedures, fire evacuations or insurance over

What we do

St Giles Nursery School undertakes a variety of risk assessments that cover safeguarding children, Health & Safety, activities and play equipment, visitors, outings. The list is not exhaustive and includes planning, documentation and additional information contained in Kent Union policies and procedures.

- ☐ Daily walk-through assessments on building grounds and equipment
- ☐ Regular assessments of office equipment, electrical appliances, and equipment
- ☐ Full and detailed risk assessment of premises
- ☐ New assessments for a hazard not previously identified. ie; new event or activity

The Head Teacher or a member of the leadership team will identify a potential hazard and discuss the need to carry out a risk assessment. This may be completed by any member of the leadership team, however it will be agreed and signed off by the Head Teacher before implementation. Any concerns on specific hazards previously unidentified, advice may be sought from the Health and Safety Office- Helen Barter and from other colleagues at the Early Years Childcare and Support Team. 01522 552752 Risk assessments are kept in the Health & Safety file in the nursery office, with relevant copies of assessments in each nursery room i.e., Food allergen information. Risk assessment reviews are undertaken periodically throughout the year, or when changes to risk occur.

Staff responsibility

Stringent risk assessments and Health & Safety reviews are evidence of good practice in a busy nursery environment. However, it is never possible to eliminate every hazard, indeed within the Early Years Foundation Stage children are expected to develop 'risk taking' within a secure environment. Adults working as a team within the nursery are best placed to identify and act upon any hazards or concerns that become apparent during the working day.

- ☐ All staff are expected to be vigilant when working in the nursery building or grounds, and to report any potential hazards to their supervisor or manager
- ☐ Prior to any event held on nursery premises senior staff will be expected to review or amend existing risk assessments, or put in place new documentation
- ☐ Outings to play areas or organised events off site not previously attended must be visited by the supervisor/ manager and a risk assessment recorded prior the outing taking place

Documentation

The nursery has the following documentation in place to manage hazards or risks within the environment.

General risk assessment- St Giles Nursery School

Policy document identifying fire, broken toys & equipment, personal injury, accident & illness, operating machinery, use of cleaning products, electrical equipment, environmental health.

Risk Registers.

A register identifying potential risks that may affect the business function or continuity of the nursery provision.

Individual risk assessments

- ☐ Animals kept on site
- ☐ Animals brought onto site
- ☐ Barbeque/fire pit
- ☐ Drama Workshops
- ☐ Face painting
- ☐ Food allergens
- ☐ Garden party/ open days
- ☐ Grounds contractors
- ☐ Lone working
- ☐ Outings
- ☐ Transportation
- ☐ Pest control
- ☐ Pregnant women
- ☐ Young person's employment experience