



## Risk Assessment Policy

West Byfleet Nursery 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. We aim to offer play opportunities that offer risk and challenge, using our professional judgement to keep children and staff safe and to know when it is appropriate to intervene.

Our policy is based on a five step risk assessment process as follows:

*Identification of a risk:* Where is it and what is it?

*Who is at risk:* staff, children, parents, cleaners etc?

*Assessment:* as to whether the level of a risk is high, medium or low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.

*Control measures to reduce or 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

Our risk assessment process covers adults and children and includes:

- determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors.
- checking for and noting hazards and risks indoors and outside, in relation to our premises and activities.
- assessing the level of risk and who might be affected.
- deciding which areas need attention.
- developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.

As more than five staff and volunteers are employed, the risk assessment is written and is reviewed regularly.

We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on an annual basis when a full risk assessment is carried out. The current risk assessments are on display and completed by the designated staff in each room, archived copies are available in the office.

Any changes in procedure or premises will result in a thorough risk assessment of the alteration or activity being carried out.

An Annual Health and Safety Inspection is carried out by a Health and Safety professional. This policy should be read in conjunction with our Health and Safety Policy.

Legal framework and further guidance;  
Management of Health and Safety at Work Regulations (1999)  
Five Steps to Risk Assessment (HSE 2011)

Signed: Ruth Claydon

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