



NORTH STAR NURSERY AND HOLIDAY CLUB **RISK ASSESSMENT POLICY**

North Star Nursery is committed to promoting the safety and welfare of all our children, parents, staff and visitors. In order to do this, we aim to ensure that all activities, outings, materials and equipment are safe.

The purpose of this policy is to ensure that any hazards associated with these are identified and removed, or minimised to an acceptable level. Having a process of risk assessments in place is good practice as well as an Early Years Foundation Stage welfare requirement. They are also necessary under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

The EYFS 2012 states "that providers must have a clear and well understood policy and procedures, for assessing any risks to children's safety and review risk assessments regularly."

1. Who undertakes risk assessments & when

The Statutory Framework states that it is for providers to judge when risk assessments should be in writing. The Nursery Manager and staff will decide what needs to be formally recorded. Those risk assessments which are written down will be shared with the staff.

The Nursery Manager in conjunction with the staff team will ensure regular risk assessments of the premises (indoors and out), outings and other activities are conducted.

Daily checks by way of a visual inspection, are carried out of the premises and equipment before the children arrive. The outdoor play area is inspected on a daily basis by staff members before the children go out to play to ensure that the outdoor play area is free from hazards. Actions will be taken to minimise any risks from hazards identified immediately.

Children are encouraged (where appropriate to their age/stage of development and understanding) to do their own risk assessments of activities to identify what might happen and what can be done to reduce the hazard or risk.

All outings with the children are subject to a risk assessment. This includes an assessment of the ratios of adults to children needed for outings, and it includes an assessment of the risks and hazards that might arise for the children. Parental permission for routine outings is always to be obtained in advance.

All written risk assessments are kept in a folder which is located in the nursery staff room. These can be accessed at any time on request by staff and on request by parents and visitors. Staff are encouraged to attend risk assessment training.

2. Risk Assessment Content

The risk assessment will include:

- Identification on who might be harmed
- Evaluation of the probability and severity of harm (Risk Rating)
- Identification of all reasonably foreseeable hazards which might cause harm
- Identification of all reasonably foreseeable control measures
- Assessment of the risk factor resulting from implementing the control measures
- All completed Risk Assessments should be signed by the person responsible

Risk assessments must take into account the numbers, ages and abilities of the children, resources available at North Star Nursery (including staff, finances and space), the weather and any other relevant environmental factors. An example risk assessment is attached at Appendix 1.

Note: A hazard is something such as a piece of equipment or an activity with the potential to cause harm. A risk is a measure of the probability that the hazards potential for harm will materialise. For example, a hazard could be a climbing frame and the risk could be injury as a result of falling off of it. The risk assessment would identify and assess the risk and identify ways of minimising harm e.g. by ensuring the equipment is supervised at all times while being used and by providing a safety surface, etc.

3. Review of Risk Assessments

Risk assessments are formally reviewed on an annual basis unless there is any change in circumstance, environment, equipment or activity in which case a new risk assessment will be carried out immediately. Risk assessments are reviewed to meet the particular needs of children. Risk assessments will be reviewed following an incident.

All accidents and incidents will be recorded and monitored to identify further steps to be taken. Ofsted will be informed of any significant accidents or injuries as well as complying with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985).

References:

1. **Five Steps to Risk Assessments leaflet www.hse.gov.uk/risk/fivesteps.htm**
2. **SBC Risk Assessment Guidance for Early Years Settings October 2012**
3. **Ofsted Risk Assessment Guidance November 2012**
4. **Regulation 3 of the Management of Health and Safety at Work Regulations 1999.**

This policy links to:	Health and Safety Policy Staff Handbook Staff Induction Staff Training Code of Conduct First Aid Policy Safeguarding Children and Child Protection Policy COSHH Guidelines Evacuation Procedure Lost Child Policy Allergy Inclusion Policy Accessibility Plan Walks, Outings and Off-Site Procedures
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Policy Review History	
Policy written July 2014	v.1
August 2015	v.2
September 2016	v.3
September 2017	v.4
September 2018	v.5

This policy will be reviewed in September 2019 unless a review of events, legislation or guidance from health professionals or Ofsted indicates that a review should take place sooner.

Signed **Dated**

Print **Nursery Manager**

Signed **Dated**

Print **Reviewing Committee Member**

Risk Assessment Policy – Appendix 1

Task or process being assessed	Fire Risk and Evacuation	Assessment Ref	1 (MHSW Regs Form 1)
Location	Nursery		
Assessor	Julie Jones	Date of Assessment	

Who could be harmed		One person	Many	Staff	Contractors	Public
		Yes	Yes	Yes	Yes	Yes
Risk Rating	A (Severity)	Multiple injuries / Fatalities = 5	Single fatality / severe injury = 4	Long term injury = 3	Slight injury = 2	No injury = 1
	B (Probability)	Frequent occurrence = 5	Probable occurrence = 4	Possible occurrence = 3	Unlikely occurrence = 2	Remote occurrence = 1

Hazard (How could it cause harm)	Numbers affected	Severity (S)	Probability (P)	Risk Factor (SxP)	Control measures required or in place
High risk areas of potential fire identified - Electrical cupboard - Equipment in office - Cooker in Holiday Club - Equipment in Holiday Club - Nursery kitchen - Activities involving candles and matches, e.g. birthday cakes and parties - Laundry room	80	5	4	20	<ul style="list-style-type: none"> • Smoke detectors throughout the building • Limited numbers working in the kitchen • PAT testing annually • Movement of people around the nursery should identify a fire before enough smoke triggers an alarm
Escape routes need to be clear	80	5	4	20	• Monitor throughout each day
Emergency evacuations carried out	80	5	4	20	• Aim for 8 evacuations per year
Fire fighting equipment	80	5	4	20	• Checked annually by contractor
Smoke sensors	80	5	4	20	• Checked quarterly by contractor
Alarms	80	5	4	20	• Checked weekly by JBOS
Emergency lights	80	5	4	20	• Checked monthly by JBOS

- 20-25 = Immediate action/stop process if necessary
- 15-20 = Risk must be reduced within 3 weeks
- 10-14 = Risk must be reduced within 2 months
- 5-9 = A programme to reduce risk must be started within as short a time as is reasonably practicable
- 1-5 = No action is necessary

Assessment accepted by (sign and date)Manager