

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 safeguarding and welfare requirement. They are also necessary under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

The EYFS 2021 states that “providers must have a clear and well understood policy and procedures, r assessing any risks to children’s safety and review risk assessments regularly.”

1. Who undertakes risk assessments & when?

The Early Years Statutory Framework states that providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks. Providers must determine where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers or inspectors.

Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

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.

2. Risk Assessment Content

The risk assessment will include:

- What the risk is
- Identification of 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 hazard’s 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 from 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, staff and visitors. 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).

4. Risk assessments for individuals

It may be necessary for a temporary or permanent Risk Assessment to be in place for a child or employee such as following an operation, behaviour displayed etc. to support a care plan.

References:

- 1. SBC Health & Safety manual, August 2021**
- 2. Ofsted Risk Assessment Guidance, July 2021**
- 3. Regulation 3 of the Management of Health and Safety at Work Regulations 1999**
- 4. <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>**

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
- Equality, Diversity and Inclusion Policy
- Accessibility Plan
- Walks, Outings and Off-Site Procedures

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
September 2019	v.6
September 2020	v.7
October 2021	v.8
October 2022	v.9

Signed

Dated

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Nursery Manager

This policy will be reviewed in September 2023 unless a review of events, legislation or guidance from health professionals or Ofsted indicates that a review should take place sooner.

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Reviewing Committee Member

Task or process being assessed:		Assessment Ref:	
Location:			
Risk Owner:	Risk Manager: Julie Jones	Date of Assessment:	

Impact	Likelihood of the risk becoming an issue					Issue scale
	Rare	Unlikely	Likely	Very likely	Occurred	
Critical	C	B	B	B	A	A = The issue is impacting and must be dealt with immediately
Severe	D	C	B	B	B	B = Beyond an acceptable level
Major	D	D	C	B	C	C = Marginally within an acceptable level
Minor	E	E	D	C	D	D = Within an acceptable level
Negligible	E	E	E	D	E	E = Well within an acceptable level

Hazard (How could it cause harm?)	Impact	Likelihood	Risk Category	Control measures required or in place	Residual Impact	Residual Likelihood	Residual Risk Category
