

26 Risk Assessment Policy

Risk Assessments are carried out every 3 months where the risks directly effect the children that we care for or every 12 months for more general risk assessments, following an accident or incident, or if circumstances change that warrants a new risk assessment. Whichever comes first.

We are required by the Management of Health and Safety at Work Regulations to carry out risk assessments for all activities. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling etc. All staff members must be aware of all risk assessments and their guidance.

Aim:

To ensure that we protect the health and ensure the welfare of all employees, volunteers, children and visitors to the nursery. The risk assessment process is a key element of ensuring all appropriate measures are identified to assist the achievement of this aim.

Hazard	Who might be harmed?	Risk Level & Precautions	Implementation			Review	
			Who	When	Done	Date	Done

Summary of Duties The Management of Health and Safety Regulations state that every employer shall make a suitable and sufficient assessment of: (a) the risks to the health and safety of their employees to which they are exposed whilst they are at work; and (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the organisations work activities. The employer should review any such assessment if: (a) there is reason to suspect it is no longer valid; or (b) there has been a significant change in the matter to which it relates. The Regulations also require employers to record the significant findings of the assessment.

Risk Assessment in Practice

Definitions

Hazard: Something with the potential to cause harm.

Risk: The likelihood of the harm being realised and the severity.

Recording Risk Assessments

The “significant findings” of the assessment must be recorded, and this includes: (a) The significant hazards identified in the assessment. i.e. those hazards, which if not properly controlled, might pose serious risks to workers or other people who could be affected by the work activity. (b) The existing control measures which are place and how effectively they control the risks. (c) The people who may be affected by the risks identified. (d) The decisions taken as a result of the assessment. The results of the risk assessment and the preventative measures identified by it should be shared with those who could be affected by the hazard.

Responsibility for Carrying Out Risk Assessments Managers will have the responsibility for ensuring that there are suitable and sufficient risk assessments for the areas they are responsible for. They may delegate the task of carrying out the assessment to “competent” staff. Competency for the purpose of carrying out a

risk assessment means: - An understanding of the work activity and best practice; - An understanding of the regulations they are complying with; - The ability to be objective and remain impartial.

Employees will be expected to comply with preventative measures identified by risk assessments. Failure to do so may put themselves or others at risk and as such failure to follow these measures will be dealt with under the disciplinary procedure.

RISK ASSESSMENT

Hazard	Fire
Who could be harmed	Staff, Children, Visitors
Existing Controls	Daily register taken of attendance Visitors Book Fire drill practiced monthly, records kept All exits kept free of obstruction No smoking allowed on premises Fire Drill procedure displayed in each area
How serious is the risk of injury?	Medium
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	Staff members are responsible for getting the children out of their rooms safely. Nikki Walford to ensure building is empty. Fire drill will be practiced monthly.
How checked and by whom?	Manager: Nikki Walford

RISK ASSESSMENT

Hazard	<i>Electricity - Mains electricity and use of portable electrical appliances.</i>
Who could be harmed	Staff, Children, Visitors
Existing Controls	Mains installation tested within the last 5 years All plug sockets fitted with safety covers when not in use Appliances turned off when not in use
How serious is the risk of injury?	High risk of injury / death due to the nature of the hazard
What further action is needed to control the risk?	Fixed electrical installation to be checked by a competent person every five years in line with the recommendations contained in the 16 th edition of the Institute of Electrical Engineers Regulations. Inspection of all portable electrical equipment by competent person in accordance with H.S.E. guidance (it is advisable to enclose the relevant guidance with this policy). Training of staff to recognise and report faults
Who will be responsible for what action and when/how often will it be taken?	Manager to organise electrician to inspect installation in accordance with guidance every five years Manager to ensure portable appliances inspected as per guidance every 12 months Manager to train staff to recognise faults on induction
How checked and by whom?	Manager: Nikki Walford

RISK ASSESSMENT

Hazard	<i>Outdoor Play Area – General Nursery Activities</i>
Who could be harmed	Children
Existing Controls	Outdoor equipment is checked daily Staff made aware of common hazards Gate to be closed and locked at all times
How serious is the risk of injury?	Low
What further action is needed to control the risk?	Continual vigilance by all staff
Who will be responsible for what action and when/how often will it be taken?	All staff – on going
How checked and by whom?	Manager: Nikki Walford – staff meetings

RISK ASSESSMENT

Hazard	Hot Water, Hot Surfaces
Who could be harmed	Children
Existing Controls	Thermostatic valves fitted to hot water supply in children's bathrooms Hot drinks are ONLY allowed in the staff room Staff to report any variation in water temperature to a senior member of staff No children allowed in the kitchen
How serious is the risk of injury?	Low
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	All staff – on going
How checked and by whom?	Manager: Nikki Walford – staff meetings

RISK ASSESSMENT

Hazard	Manual Handling
Who could be Harmed	Staff
Existing Controls	Manual Handling Techniques Correct Lifting Procedures Manual Handling Policy Adequate Lighting
How serious is the risk of injury?	Low
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	All staff – on going
How checked and by whom?	Manager: Nikki Walford – staff meetings – staff to sign to say they have read and understand policy.