



# Charters Ancaster Nursery and Forest School



## RISK ASSESSMENT POLICY

Reviewed By: Nursery Manager

Date approved by Directors: November 2019 Signature: \_\_\_\_\_

Date for Review: November 2020

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## 1 Introduction

This policy is applicable to all those with responsibility for undertaking risk assessments for property, persons, activities which are under their control. This includes the requirements of DofE and the Early Years Foundation Stage Standards.

## 2 Objectives

- ✓ To ensure that suitable and sufficient risk assessments are undertaken for either property, persons and/or activities where there is likely to be significant risk.
- ✓ That identified control measures are implemented to control risk as far as reasonably practicable.
- ✓ That those affected by findings have received suitable information on what to do.
- ✓ That risk assessments are recorded and reviewed when appropriate.

## 3 Guidance

The Nursery Manager is ultimately responsible for the implementation of this policy but each person in charge of a building, activity or event will be responsible for the writing of appropriate risk assessments, identifying hazards, implementing control measures and effectively communicating the outcomes of any risk assessments to relevant members of staff.

This guidance is applicable to general risk assessments. Where specialist skills are required, eg asbestos, fire, legionella and hazardous substances, there is separate policy guidance in place for these risks. **Teaching area risk assessment checklists are also in place for guidance.**

A template risk assessment form is included at Appendix 1 to this guidance. There is a separate format for risk assessments for Educational Visits.

## **Risk Assessments**

The Nursery has a responsibility to ensure that the risks posed to staff, pupils, parents, contractors, public and property are reduced, so far as reasonably practicable.

Risk assessment is a subjective but logical process which can be broken down in to 5 steps:

Step 1 - Identify the hazard

Step 2 - Decide who or what might be harmed and how

Step 3 - Evaluate the risks and decide on precautions

Step 4 - Record significant findings and implement them

Step 5 - Review the assessment and update if necessary

When conducting a 'risk-assessment' managers should adopt a team approach to the risk assessment process whenever possible and involve staff members who have practical experience, awareness and understanding of the hazards involved.

## **Monitoring**

The Health and Safety Lead (currently the Nursery Manager) is responsible for monitoring the effectiveness of control measures and ensuring that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise checks should be made to ensure that agreed control measures and safe systems of work are being followed correctly.

## **Reviewing & Record Keeping**

Risk assessments will be reviewed:

- a) When there are changes to activity, use of property
- b) After a near miss or accident
- c) When there are changes to the type of people involved in activity, use of property
- d) When there are changes to good practice, legislation
- e) Annually if for no other reason A list of areas (non-exhaustive) which will require risk assessments is included at appendix 2.

The Nursery Manager and Business Manager will be responsible for the maintenance of specialist risk assessments and generic risk assessments for nursery property.

- ✓ All risk assessments and associated documents must be kept for a minimum period of 3 years from date which they are superseded.
- ✓ Educational Visits risk assessments should be kept for three years after the time when the children involved turn 18 years old.
- ✓ It should be noted that risk assessments that relate to substances may need to be kept for 40 years in order to trace exposure periods.

### Legal Requirements & Education Standards

References:

*A Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)*

*Health & Safety Executive, 5 steps to risk assessments (www.hse.gov.uk/risk/fivesteps.htm)*

*Early Years Foundation Stage: Statutory Framework*

**RISK ASSESSMENT for**

<b>HAZARD</b>	<b>WHO AT RISK?</b>	<b>RISK FACTORS</b>	<b>EXISTING CONTROLS</b>	<b>R/A</b>	<b>SATIS +/-</b>	<b>FURTHER ACTION AND TIMETABLE</b>	<b>FINAL R/A</b>

**NOTES:-**

**Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>LIKELIHOOD/ SEVERITY</b>	<b>Minor Injury (1)</b>	<b>Injury/Ill Health (2)</b>	<b>Over 3 Day Absence (3)</b>	<b>Major Injury (4)</b>	<b>Disability or Death (5)</b>
<b>Very Unlikely (1)</b>	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
<b>Unlikely (2)</b>	2 LOW	4 LOW	6 LOW	8 LOW	10 MEDIUM
<b>Likely (3)</b>	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 MEDIUM
<b>Very Likely (4)</b>	4 LOW	8 LOW	12 MEDIUM	16 HIGH	20 HIGH
<b>Almost Certain (5)</b>	5 LOW	10 MEDIUM	15 MEDIUM	20 HIGH	25 HIGH

<b>Risk Rating</b>	
Low 1-8	Probability for minor accidents; non disruptive damage to equipment or property. Requiring long term action by management.
Medium 9-15	Probability for lost time; accident and damage to equipment or property. Requiring immediate action by management.
High 16-25	Probability for loss of life, serious injury; damage to equipment or property. Requiring immediate action by management.

**Risk Assessment Template to be used for Visits**

Section of Visit	Significant Hazards with Potential to cause harm	Control Measures	Likelihood	Severity	Risk Rating
Sites/Environment/Places Being Visited •	•	•			
Activity Arrangements	•	•			
Transport	faulty seatbelts, children distracting driver	<ul style="list-style-type: none"> <li>experienced and qualified driver: all seatbelts working and mini-bus well-maintained.</li> <li>Children reminded of behaviour expectations while in coach; no child in front seat; crseats for children under 1.35m.</li> </ul>			
<b>The Group:</b> Please list all names of children and adults <ul style="list-style-type: none"> <li>Identify specific medical and behavioural issues</li> </ul>	<ul style="list-style-type: none"> <li>Medical - Asthma inhalers:</li> <li>Behaviour:</li> </ul>	<ul style="list-style-type: none"> <li>First aid kit carried</li> <li>Asthma inhalers taken:</li> <li>Behaviour expectations clear and reinforced during day.</li> </ul>			

<b>Persons at risk</b>	Children members of staff coach driver
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Visit Leader Signature	
Date	

Emergency Contact Information and Procedure
Nursery phone -01424 216670 <b>Manager's mobile - ?</b> Group leader mobile - ?

LIKELIHOOD/ SEVERITY	Minor Injury (1)	Injury/Ill Health (2)	Over 3 Day Absence (3)	Major Injury (4)	Disability or Death (5)
Very Unlikely (1)	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
Unlikely (2)	2 LOW	4 LOW	6 LOW	8 LOW	10 MEDIUM
Likely (3)	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 MEDIUM
Very Likely (4)	4 LOW	8 LOW	12 MEDIUM	16 HIGH	20 HIGH
Almost Certain (5)	5 LOW	10 MEDIUM	15 MEDIUM	20 HIGH	25 HIGH

**NOTE THE FOLLOWING**

**Ongoing risk assessment - the most essential element:**

- 1. Apply the control measures**
- 2. Monitor how effective they are**
- 3. Change, adapt, revise as required**

Risk Rating	
Low 1-8	Probability for minor accidents; non disruptive damage to equipment or property. Requiring long term action by management.
Medium 9-15	Probability for lost time; accident and damage to equipment or property. Requiring immediate action by management.
High 16-25	Probability for loss of life, serious injury; damage to equipment or property. Requiring immediate action by management.

Alternative Plan
Any problems: 1.