



RISK ASSESSMENT POLICY

Reviewed on	Approved by
06.05.2021	N. Crump
02.02.2023 S.CRUMP	

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**Company Registration number: 3174367 Registered Office: Unit 2.02, High Weald House, Glovers End,
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1. Introduction

This policy is applicable to all those with responsibility for undertaking risk assessments for property, persons, and/or activities which are under their control. This includes the requirements of D of E 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.

A template risk assessment form is included at Appendix 1 to this guidance.

4. 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 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.

The Nursery Manager and Finance 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.
- ✓ 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

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

Early Years Foundation Stage: Statutory Framework

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