



## Albert Village Nursery

### Risk Assessment Policy

We understand the importance of ensuring that systems are in place for checking that our Nursery is a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incidents taking place. However, Albert Village Nursery also appreciates that children need some level of risk in order for them to grow and develop, but these risks are assessed to ensure that any risks are appropriate for the age and stage of development of the children involved. They are the responsibility of all staff as part of their daily duties. In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the Nursery is required to undertake regular risk assessments and take any necessary action arising from these.

The Nursery Manager is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the Nursery's premises, or when the particular needs of a child or other visitor necessitates this.

The Nursery Manager is further responsible for conducting any necessary reviews or making changes to the Nursery's policies or procedures in the light of any potential risks that they or other members of staff discover. A visual inspection of both the equipment and the entire premises - both indoor and outdoors - will be carried out daily. This will, ordinarily, be carried out by a designated member of staff on arrival at the Nursery and will be completed before any children arrive. During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- The Nursery's environment, both indoors and outdoors
- All surfaces, both indoors and outdoors
- All equipment used by children or staff

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Nursery Manager and ensure that a record is made in the Monthly Checklist. The Nursery Manager is then responsible for ensuring that any necessary action is taken. This may include reporting the issue to the headteacher or recording the information for the premises officer.

## Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded in either the Incident/Accident Record Book or the Major Adult/Child accident sheets on the same day as the event took place. Records will be used to inform or change practice to ensure accidents and incidents in the Nursery are minimised.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence.
- Details of the people involved.
- The type, nature and location of any injury sustained.
- The action taken and by whom.
- The signature of the member of staff who dealt with the event, any witnesses and a countersignature by the parents/carers of the child or children involved.

Staff should inform the parents/carers of the child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place. If the incident such as a head injury is deemed significant, parents/carers should be informed immediately. Where this is not possible, the information will be passed on at the earliest possible opportunity. Ofsted will be informed of any serious accident/incident and dangerous occurrence involving a child or member of staff whilst at the Nursery.

Risk assessment for an activity.

When performing a risk assessment for an activity, staff will look at the following elements:

- The activity
- The hazard (the hazards identified from the activities and the frequency of injury if no control measures are put into place)
- Outcome and potential severity (what is the worst that can happen and to how many people)
- Risk reduction and control (what measures will you put into place to reduce the hazard)
- Evaluation (what is the frequency of injury recurring now that control measures have been put into place and what is the worst that can happen and to how many people that control measures have been put into place.

The Governors and Headteacher also carry out an annual risk assessment of the nursery premises. The Nursery Manager will also report work-related accidents, diseases and dangerous occurrences immediately to the Headteacher. Pat testing is carried out annually, along with water and fire safety. The caretaker also carries out a daily risk assessment of the outside nursery garden and surrounding area.

November 2022

Review date: November 2024

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