

Risk Assessment Policy

To ensure that the nursery is safe for the children and any persons entering the setting senior staff members and the owner makes regular checks to prevent any hazards occurring.

It is our aim to:

- If hazards are found they must be reported or dealt with straight away to ensure that immediate action is taken to remove or make hazard safe i.e. spillage of water, sand etc.
- Hazards **MUST** be reported to manager/deputy who will then record the information on a hazard analysing form and inform Elaine Burnett Managing Director what needs to be done/fixed.
- Risk assessments are carried out on the setting on a daily/weekly/monthly basis
- On a day to day basis the setting **MUST** be checked to ensure it is safe for the next day all equipment is put away properly and correct places, garden equipment is safe for the children.
- All electrically equipment is PAT tested annually (list can be obtained from managers office)
- Regular safety checks/ risk assessments are done at child and adult level; these are done when purchasing new equipment, annually for insurance and daily when going into the garden or on outings.
- Risk assessments are completed additionally when re-arranging the room and putting up shelving etc to ensure fire exits are kept clear at all times and that employees/students/children and visitors are not at risk. These are recorded and kept in the nursery office for further reference.
- When going to the park/field areas will be checked for dangers/hazards. A risk assessment is on the outing form.
- All equipment is checked daily to ensure they are not broken; all broken equipment is disregarded or fixed when required.
- All physical equipment is checked before use to prevent children injuring themselves.
- Smoke alarms are tested weekly by Vicky George Manager
- Fire exits are always kept clear and clearly labelled
- Fire officers notes are recorded and kept for further reference
- Plug sockets are not covered as it is less of a risk to have them uncovered as opposed to covering them.
- Safety gates are situated by the main entrance (either side) to prevent access by the children, there are 2 safety gates on the Bunnies play room and sleep room.
- Staff must wear appropriate clothing i.e. uniform provided, safe footwear (no high heels)
- Hot drinks must be drunk in the kitchens and from a thermos cup/flask.

This risk assessment policy was reviewed and updated January 2025

Reviewed by Vicky George Manager ~ V.George

Proofed by Elaine Burnett Managing Director

Next review: January 2026