Risk Assessment Policy

Statement of Intent

Little Monsters Day Nursery is committed to providing a safe, secure, and healthy environment for all children, staff, parents, and visitors. The health, safety, and wellbeing of children are of paramount importance.

We aim to minimise risks and hazards through effective risk assessment procedures, enabling children to learn, play, and develop in a safe and supportive environment.

Risk Assessment Process

We follow a systematic five-step approach to risk assessment:

1. **Identify Hazards**
   Identify potential hazards in the environment, activities, equipment, and routines.
2. **Identify Who May Be Harmed**
   Consider children, staff, parents, volunteers, visitors, contractors, and others.
3. **Evaluate Risks**
   Assess the likelihood and severity of harm and categorise risks as low, medium, or high.
4. **Implement Control Measures**
   Put in place appropriate actions to reduce or eliminate risks.
5. **Monitor and Review**
   Review assessments regularly and update them when changes occur or new risks are identified.

Methods and Procedures

Our risk assessment procedures cover all areas of the setting and include:

- Daily visual checks of indoor and outdoor areas.
- Routine safety checks of equipment and resources.
- Risk assessments for outings and special activities.
- Identification and recording of hazards.
- Assessment of who may be affected and how.
- Development of action plans with clear responsibilities and timescales.
- Recording of significant findings where required.
- Regular review and updating of assessments.

Where five or more staff and volunteers are employed, written risk assessments are maintained in line with legal requirements.

Daily, Weekly, and Termly Checks

We operate a structured system of safety checks:

- **Daily Checks**
  Premises, equipment, and resources are checked before children arrive.
- **Weekly Checks**
  More detailed inspections of equipment and facilities are completed.
- **Termly Checks**
  Full risk assessments of the entire setting are undertaken.

All findings are recorded and acted upon promptly.

Outings and Off-Site Activities

Risk assessments are completed before any outings or off-site activities. These include:

- Transport arrangements.
- Supervision ratios.
- Emergency procedures.
- Medical and contact information.
- Environmental risks.

Parents/carers are informed and written permission is obtained where required.

Staff Responsibilities

All staff are responsible for:

- Identifying and reporting hazards.
- Following risk assessment procedures.
- Implementing control measures.
- Attending health and safety training.
- Maintaining a safe environment.

Management is responsible for:

- Overseeing risk assessments.
- Ensuring compliance with legislation.
- Providing training and resources.
- Reviewing and updating procedures.

Accident and Incident Links

Risk assessments are reviewed following any accident, incident, or near miss to prevent reoccurrence and improve safety measures.

Record Keeping and Confidentiality

- Risk assessment records are stored securely.
- Records are available for inspection by Ofsted and relevant authorities.
- Information is shared appropriately with staff.

Legal Framework

This policy is based on:

- Management of Health and Safety at Work Regulations
- Health and Safety at Work Act
- Early Years Foundation Stage (EYFS) Statutory Framework

Policy Review

This policy is reviewed annually, or sooner if:

- There are significant changes to the premises or activities.
- Following a serious incident.
- When legislation is updated.

Policy Adoption

This policy was adopted by: **Little Monsters Day Nursery**
Date:

Signed: _____
Role: **Manager**