

Risk Assessments every 12 months, or following an accident or incident, or if circumstances change that warrants a new risk assessment. Whichever comes first.

We are required by the Management of Health and Safety at Work Regulations to carry out risk assessments for all activities. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling etc. All staff members must be aware of all risk assessments and their guidance.

Aim

To ensure that we protect the health and ensure the welfare of all employees, volunteers, children and visitors to the nursery. The risk assessment process is a key element of ensuring all appropriate measures are identified to assist the achievement of this aim.

Summary of Duties

The Management of Health and Safety Regulations state that every employer shall make a suitable and sufficient assessment of:

(a) the risks to the health and safety of their employees to which they are exposed whilst they are at work;

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the organisations work activities. The employer should review any such assessment if:

(a) there is reason to suspect it is no longer valid;

(b) there has been a significant change in the matter to which it relates.

The Regulations also require employers to record the significant findings of the assessment.

Risk Assessment in Practice

Definitions

Hazard: Something with the potential to cause harm.

Risk: The likelihood of the harm being realised and the severity.

Recording Risk Assessments

The "significant findings" of the assessment must be recorded, and this includes:

(a) The significant hazards identified in the assessment. i.e. those hazards, which if not properly controlled, might pose serious risks to workers or other people who could be affected by the work activity.

(b) The existing control measures which are place and how effectively they control the risks.

(c) The people who may be affected by the risks identified.

(d) The decisions taken as a result of the assessment. The results of the risk assessment and the preventative measures identified by it should be shared with those who could be affected by the hazard.

Responsibility for Carrying Out Risk Assessments Managers will have the

responsibility for ensuring that there are suitable and sufficient risk assessments for the areas they are responsible for. They may delegate the task of carrying out the assessment to "competent" staff.

Competency for the purpose of carrying out a risk assessment means: - An understanding of the work activity and best practice; - An understanding of the regulations they are complying with; - The ability to be objective and remain impartial. Employees will be expected to comply with preventative measures identified by risk assessments. Failure to do so may put themselves or others at risk.

Hazards	Fire
Who could be harmed	Staff, Children, Visitors
Existing Controls	Daily register taken of attendance Visitors Book Fire drill practiced monthly, records kept All exits kept free of obstruction No smoking allowed on premises Fire Drill procedure displayed in each area
How serious is the risk of injury?	Medium
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	Staff members are responsible for getting the children out of their rooms safely. Zoe Jackson to ensure building is empty. Fire drill will be practiced monthly.
How checked and by whom?	Manager: Zoe Jackson

Hazard	Electricity - Mains electricity and use of portable electrical appliances.
Who could be harmed	Staff, Children, Visitors
Existing Controls	Mains installation tested within the last 5 years Appliances turned off when not in use
How serious is the risk of injury?	High risk of injury / death due to the nature of the hazard
What further action is needed to control the risk?	Fixed electrical installation to be checked by a competent person every five years in line with the recommendations contained in the 16th edition of the Institute of Electrical Engineers Regulations. Inspection of all portable electrical equipment by competent person in accordance with H.S.E. guidance (it is advisable to enclose the relevant guidance with this policy). Training of staff to recognise and report faults
Who will be responsible for what action and when/how often will it be taken?	Manager to organise electrician to inspect installation in accordance with guidance every five years Manager to ensure portable appliances inspected as per guidance every 12 months Manager to train staff to recognise faults on induction
How checked and by whom?	Manager: Zoe Jackson

Hazard	Outdoor Play Area - General Nursery Activities
Who could be harmed	Children
Existing Controls	Outdoor equipment is checked daily Staff made aware of common hazards Front gate to be closed and locked at all times and side gate secured with bolt. Daily check for rubbish thrown over fence.
How serious is the risk of injury?	Low
What further action is needed to control the risk?	Continual vigilance by all staff
Who will be responsible for what action and when/how often will it be taken?	All staff - on going
How checked and by whom?	Manager: Zoe Jackson- staff meetings
Hazard	Hot Water, Hot Surfaces
Who could be harmed	Children
Existing Controls	Thermostatic valves fitted to hot water supply in children's bathrooms Hot drinks are ONLY allowed in the kitchen Staff to report any variation in water temperature to Zoe Jackson
How serious is the risk of injury?	Low
What further action is needed to control the risk?	Vigilance by all staff
Who will be responsible for what action and when/how often will it be taken?	All staff- on going
How checked and by whom?	Manager- Zoe Jackson

Hazard	Manual Handling
Who could be harmed	Staff
Existing Controls	Manual Handling Techniques Correct Lifting Procedures Manual Handling Policy Adequate Lighting
How serious is the risk of injury?	Low
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	All staff- Ongoing
How checked and by whom?	Manager: Zoe Jackson.

Hazard	Kitchen
Who could be harmed	Staff & children
Risk Identified	<ul style="list-style-type: none"> • Hot oven • Hot water • Sharpe knives • Broken pots/glass • Dangling power leads • Pan handles • medication
Existing Controls	<ul style="list-style-type: none"> • Gate on doors to prevent entry when oven is on. • No hot drinks around the children • Knives kept away from the edge of the work surface • Any broken pot/glass cleaned away promptly and children moved out of harm's way whilst been cleaned up. • All leads to be secured away from the edge of the work surface • All pan handles to be over work surface and not over edge of cooker and back hobs to be used where possible. • Children's medication is kept in the fridge at the back out of reach of children- records kept of administration and witnessed.
How serious is the risk of injury?	Medium
What further action is needed to control the risk?	Install the two door gates.
Who will be responsible for what action and when/how often will it be taken?	All staff- Ongoing
How checked and by whom?	Manager: Zoe Jackson.

Hazard	Dining Room
Who could be harmed	Staff & children
Risk Identified	<ul style="list-style-type: none"> • Hot food • Hot water from tap • Broken pots/glass
Existing Controls	<ul style="list-style-type: none"> • Any broken pot/glass cleaned away promptly and children moved out of harm's way whilst been cleaned up. • Check all food before serving to the children • Hot tap for use by adults only for washing pots and craft items.
How serious is the risk of injury?	Low
What further action is needed to control the risk?	none
Who will be responsible for what action and when/how often will it be taken?	All staff- On going
How checked and by whom?	Manager: Zoe Jackson.

Hazard	Laundry room
Who could be harmed	Children
Risk Identified	<ul style="list-style-type: none"> • Cleaning products • Washer • Drier • Dishwasher
Existing Controls	<ul style="list-style-type: none"> • All products to be kept in the high cupboard out of children's reach • Drier, washer and dishwasher doors to be kept closed. • Children not to be in the laundry unless supervised.
How serious is the risk of injury?	Low
What further action is needed to control the risk?	none
Who will be responsible for what action and when/how often will it be taken?	All staff- On-going
How checked and by whom?	Manager: Zoe Jackson.

Hazard	Children's toilets
Who could be harmed	Children
Risk Identified	<ul style="list-style-type: none"> • Hot water tap • Toilet water • Cleaning sprays • Toilet brushes
Existing Controls	<ul style="list-style-type: none"> • Mixer tap on the hot water tap • Toilet brushes kept up out of reach of the children • Dettol cleaning sprays kept out of reach of the children • Ensure children do not play with the toilet water.
How serious is the risk of injury?	Low
What further action is needed to control the risk?	none
Who will be responsible for what action and when/how often will it be taken?	All staff- On-going
How checked and by whom?	Manager: Zoe Jackson.

Hazard	Lounge Room
Who could be harmed	Children
Risk Identified	<ul style="list-style-type: none"> • Trips and falls • Electric sockets • Broken toys • Radiators
Existing Controls	<ul style="list-style-type: none"> • Kept clear pathways try to ensure children walk indoors and do not climb on furniture. • Supervision to prevent children playing with sockets and education of safety • Ensure the suitability of all toys and ensure they are in good repair. • Ensure radiators are at a controlled temperature and educated the children no to touch them. •
How serious is the risk of injury?	Low
What further action is needed to control the risk?	none
Who will be responsible for what action and when/how often will it be taken?	All staff- On-going
How checked and by whom?	Manager: Zoe Jackson.

Hazard	Quiet Room/baby room
Who could be harmed	Children
Risk Identified	<ul style="list-style-type: none"> • Trips and falls • Electric sockets • Broken toys • Radiators • Wires and cables
Existing Controls	<ul style="list-style-type: none"> • Kept clear pathways try to ensure children walk indoors and do not climb on furniture. • Supervision to prevent children playing with sockets and education of safety • Ensure the suitability of all toys and ensure they are in good repair. • Ensure radiators are at a controlled temperature and educated the children no to touch them. • Ensure all wires and cables are tied up and out of reach of the children.
How serious is the risk of injury?	Low
What further action is needed to control the risk?	none
Who will be responsible for what action and when/how often will it be taken?	All staff- On-going
How checked and by whom?	Manager: Zoe Jackson.

Hazard	Library
Who could be harmed	Children
Risk Identified	<ul style="list-style-type: none"> • Trips and falls • Electric sockets • Broken toys • Radiators • Wires and cables
Existing Controls	<ul style="list-style-type: none"> • Kept clear pathways try to ensure children walk indoors and do not climb on furniture. • Supervision to prevent children playing with sockets and education of safety • Ensure the suitability of all toys and ensure they are in good repair. • Ensure radiators are at a controlled temperature and educated the children no to touch them. • Ensure all wires and cables are tied up and out of reach of the children.
How serious is the risk of injury?	Low
What further action is needed to control the risk?	none
Who will be responsible for what action and when/how often will it be taken?	All staff- On-going
How checked and by whom?	Manager: Zoe Jackson.

Hazard	Staff Toilets
Who could be harmed	Children
Risk Identified	<ul style="list-style-type: none"> • Hot water tap • Toilet water • Cleaning sprays • Toilet brushes
Existing Controls	<ul style="list-style-type: none"> • Toilet brushes kept up out of reach of the children • Dettol cleaning sprays kept out of reach of the children • Ensure children do not play with the toilet water.
How serious is the risk of injury?	Low
What further action is needed to control the risk?	Use by adults or children supervised by adults as no mixer tap on hot water.
Who will be responsible for what action and when/how often will it be taken?	All staff- On-going
How checked and by whom?	Manager: Zoe Jackson.

Hazard	Boiler Room
Who could be harmed	Children & Staff
Risk Identified	<ul style="list-style-type: none"> • CO2 • Gas
Existing Controls	<ul style="list-style-type: none"> • Lock on door to remain locked • CO2 detector in the hall way • No children in the room staff only in this room with supervision from the Manger Zoe Jackson.
How serious is the risk of injury?	Low
What further action is needed to control the risk?	Service of boiler regular
Who will be responsible for what action and when/how often will it be taken?	Zoe Jackson
How checked and by whom?	Manager: Zoe Jackson.

Hazard	Office
Who could be harmed	Children
Risk Identified	<ul style="list-style-type: none"> • Electric cables • Electric sockets • medication
Existing Controls	<ul style="list-style-type: none"> • Lock on door to prevent access by children • Cables are clipped up and not left dangling. • Any medication is kept on a high shelf out of reach of children
How serious is the risk of injury?	Low
What further action is needed to control the risk?	None
Who will be responsible for what action and when/how often will it be taken?	Zoe Jackson
How checked and by whom?	Manager: Zoe Jackson.

Hazard	Outside play area
Who could be harmed	Children
Risk Identified	<ul style="list-style-type: none"> • Rubbish • Security • Stranger danger
Existing Controls	<ul style="list-style-type: none"> • Area is checked every morning and prior to any outdoor session, all rubbish is removed and disposed of in the correct bins. • All front gates are secure and locked at all times; side gate is kept on the latch from the outside to prevent children exiting this way. • Children are to be supervised at all times and are to be educated in stranger danger.
How serious is the risk of injury?	Low
What further action is needed to control the risk?	Fir screens over the big gate for a little more privacy
Who will be responsible for what action and when/how often will it be taken?	Zoe Jackson
How checked and by whom?	Manager: Zoe Jackson.