

RISK ASSESSMENT POLICY AND PROCEDURE

We fully understand the importance of ensuring that safe systems of work are in place and how important it is to work in a particular way. This can effectively minimise risks.

Safe systems of work include safe working procedures and safety rules. Managing risks and carrying out risk assessments are part of a continuous process we carry out which aims to prevent any dangerous incidents taking place and helps to ensure the safety and wellbeing of everyone that accesses the setting. **Adherence to policy and procedures is the responsibility of all staff as part of their daily duties.**

Therefore, risk assessments are carried out to meet our legal requirements, they examine anything in the nursery that could cause staff or children harm and tell us if we are doing enough to protect staff and children from harm. Risk assessments cover existing or any new equipment, trips and outings, changes in procedures or any potential risks that members of staff discover.

During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- *The environments, both indoors and outdoors.
- *All surfaces, both indoors and outdoors.
- *All equipment used by children or staff.

Recording Accidents, incidents, and dangerous occurrences

All the above will be recorded on either an Accident or Incident form on the same day as the event took place.

Records contain:

- *Time, date and nature of the incident, accident, or dangerous occurrence.
- *Details of the person(s) involved.
- *Type, nature, and location of any injury sustained.
- *Action taken and by whom.
- *Signature of the member of staff who dealt with the accident/incident, witnesses and a countersignature and date by parent/carer of the child or children involved.

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