



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



RISK ASSESSMENT POLICY AND PROCEDURE

Policy Statement

Oakbridge Little Learners Ltd is committed to providing a safe and secure environment for children, staff, parents/carers and visitors. Risk assessment is an essential part of our safeguarding and health and safety arrangements and is used to identify hazards, reduce risks and prevent accidents or incidents.

Risk assessments are reviewed regularly and whenever changes occur to ensure risks are managed effectively.

This policy should be read alongside the **Health, Safety & Hygiene Policy**, **Safeguarding Policy**, **Manual Handling Policy**, **Offsite Visits Policy**, and the **Parent Handbook**.

Legal Framework

This policy is informed by:

- Early Years Foundation Stage (EYFS) Statutory Framework
 - Health and Safety at Work Act 1974
 - Management of Health and Safety at Work Regulations 1999
-

Our Approach to Risk Assessment

Risk assessment is a **continuous process** and includes:

- Written risk assessments
- Daily visual checks
- Dynamic risk assessment during sessions
- Review following accidents, incidents or near misses

All staff are responsible for identifying potential hazards and taking appropriate action.



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgellittlelearners.co.uk
01543 686099



Written Risk Assessments

Written risk assessments are completed for:

- The nursery environment (indoors and outdoors)
- Equipment and resources
- New or altered procedures
- Offsite visits and outings
- Identified individual needs of children

Risk assessments identify:

- The hazard
- Who may be affected
- Control measures in place
- Any further action required

Daily and Dynamic Risk Assessment

- Staff carry out daily checks of:
 - Rooms
 - Outdoor areas
 - Equipment
 - Surfaces
- During sessions, staff remain vigilant and respond to emerging risks immediately
- Unsafe equipment or environments are removed from use until made safe



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



Accidents, Incidents and Dangerous Occurrences

- All accidents, incidents and near misses are recorded on the same day
- Records include:
 - Date, time and nature of the incident
 - Details of those involved
 - Any injuries sustained
 - Action taken and by whom
- Records are signed by the staff member involved and countersigned by parents/carers where appropriate

Roles and Responsibilities

- The **Nursery Manager** has overall responsibility for risk assessment procedures
- The **Deputy Manager** assumes responsibility in their absence
- All staff are responsible for:
 - following risk assessments
 - reporting hazards
 - taking immediate action where required

Oakbridge Little Learners Ltd works in partnership with **Fletcher Associates**, who provide professional health and safety guidance and oversight.

Monitoring and Review

- Risk assessments are reviewed:



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



- regularly
- following incidents
- when changes occur
- Patterns or recurring issues are investigated
- Actions are taken to reduce future risk

Policy Review

This policy is reviewed regularly to ensure it remains effective and compliant.

Created: August 2015

Reviewed: January 2026