**Risk Assessment Policy**

Risk Assessment is the cornerstone of an effective Health and Safety Management System. There is an absolute duty on employers to “conduct suitable and sufficient risk assessments” in the workplace, under Regulation 3 of the management of Health and Safety at work regulations.

Risk Assessments will be considered for ;

* Physical,Chemical or Biological agents
* Manual Handling Activities
* Exposure to Infection
* Workplace and Premises Hazards
* Work and Play Activities
* Outings

New activities involving children that take place in the nursery must be risk assessed before they take place; this will mainly apply to practical activities such as craft, water and sand and must take into account substances, materials and tools.

All activities that staff are involved in must also be risk assessed e.g. “use of ladders” “manual handling” “use of laundry facilities”.

Suitable and sufficient risk assessments enable managers to take effective measures to protect the health and safety of employees and other people, e.g. children, visitors and contractors, who may be affected by work activities.

A risk assessment should identify the hazards and risks involved and the safety measures that will be used to reduce the likelihood that anyone will be harmed. It should take account of all persons likely to be affected i.e. staff, children, parents and visitors. Particular attention should be given to staff and children with a disability, young persons, inexperienced staff, lone workers and pregnant workers.

All risk assessments will be available on Citation and distributed to relevant staff to acknowledge and sign. They are reviewed on a regular basis (minimum once a year). The Facilities Manager and H & S Co-ordinators are responsible for the review schedule.

Any new activities should be reviewed before they are introduced.

Any venues visited should be risk assessed before the children are taken out.

All staff should be fully briefed on the results of risk assessments and in some cases parents and carers may wish to see them.

Risk assessment should be carried out by individuals who are competent and ensure the assessment is suitable and sufficient; in many instances it is far better to use the team approach.

Most activities are graded as low risk as by the nursery’s very nature it has to be a safe secure environment in which the children can play freely.

Risk assessments identify aspects of the nursery environment that need to be checked on a regular basis, when they should be checked and how to remove or minimize the risk to staff, children and parents.

Any activity, room or situation that is deemed to be medium risk is assessed to see if we can make changes to downgrade the medium risk to low. The Facilities Manager and Principal will make decisions in each individual situation. If it cannot be changed then full training is carried out to ensure all staff are aware of potential hazards.

We will not tolerate any activities or situations that are high risk.

Please see the Health and Safety Policy for the full Risk Assessment Procedures.