



## **Risk Assessment Policy**

### Legal Framework

Care of Substances Hazardous to Health (COSHH) Regulations 2002

Electricity at Work Regulations 1989

Health and Safety at Work Act 1974, 1999

Health and Safety Regulations 1996, 2013

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR), 2013

EYFS Welfare Requirements: Suitable Premises, Environment and Equipment.

National Standards: Standard 4 – Physical Environment, Standard 5 – Equipment, Standard 6 – Safety

### **Name of responsible person: Health and Safety Officer, all staff.**

Little Meadows Nursery takes its responsibility for keeping all users of our setting safe and secure. We value the learning and development opportunities which arise from children being able to explore and include risk and challenge in their play, building their self esteem, confidence and sense of mastery over their environment. Therefore we use risk assessments to facilitate activities rather than to hinder them.

Daily checks and risk assessments are completed regularly to ensure hazards are minimised, enabling all children to explore and investigate as required by their age and stage of development. From an early age children are encouraged to develop skills they need to keep themselves safe and become aware of their responsibility for the safety of others.

### **Procedures**

Risk assessment

Safe storage of hazardous substances

RIDDOR

Ensuring a safe environment for everyone

Morning safety checks

Reporting damaged/broken equipment

Staff taking children off the premises

Using size appropriate resources

### **Procedure for risk assessment**

- All staff are required to assess the risks of everything they do, the opportunities they offer and the environment they are using to ensure everyone is kept safe from reasonable risk and harm.
- Staff are always aware that the children's health, safety and well-being is at the forefront of their care.
- Formal risk assessments are completed regularly and revisited by the Health and Safety Officer.
- All risk assessments are reviewed at least annually by the Health and Safety Officer.
- All new toys and equipment are risk assessed.
- All new visits are risk assessed.
- Copies of all written risk assessments are stored in the Health and Safety file.
- All risk assessments are signed and dated by the Health and Safety Officer.

### **Procedure for safe storage of hazardous substances**

- The amount of hazardous substances used and stored on the premises are minimal.
- Cleaning substances consist of: Milton, bleach, floor and dish, abrasive creams and hand gels containing alcohol.



- Additional stocks of these items are stored in locked cabinets.
  - Staff are shown on induction what protective clothing to use for each substance and how to dispose of these.
  - Any cleaning substances taken into the children's rooms for routine cleaning of equipment and resources are removed once the task has been completed and never put down so a child can get a hold of them.
  - Each substance has a risk assessment to accompany it, stored in the Health and Safety file and if an accident were to occur this must be given to the emergency services dealing with the incident.
  - Any additional chemicals used will be risk assessed by the Health and Safety Officer. Procedure for reporting of injuries, diseases and dangerous occurrences (RIDDOR)
  - All staff have a responsibility under the RIDDOR regulations which came into force on 1st April 1996
  - RIDDOR is a legal requirement which supports the Health and Safety Executive (HSE) and Local Authorities to identify areas where risk arises and to investigate serious incidents.
  - Incidents which need to be reported under RIDDOR are:
    - 1) If someone on the premises is killed or suffers a major injury which is defined as: fracture other than to fingers, thumbs or toes; amputation; dislocation of shoulder, hip, knee or spine; loss of sight (temporary or permanent); chemical or hot metal burn to the eye or any penetrating injury to the eye; injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours; any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours; unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent; acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; acute illness requiring medical attention where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
    - 2) There is an accident at the setting which causes an 'over 7 day injury'.
    - 3) An accident which causes an 'over 3 day injury' where an employee or child has been injured and incapacitated for more than three consecutive days, must be recorded within the setting but doesn't need to be reported.
    - 4) If someone has a reportable, work related disease as defined in the RIDDOR handbook found in the Health and safety file.
    - 5) A dangerous occurrence as defined in the RIDDOR handbook found in the Health and Safety file.
  - In the case of major injury or death initially the report must be made immediately by telephone on: 0845 300 9923 (mon to fri 8.30 am to 5.00 pm)  
The Operator will pass you onto the appropriate Authority. They will ask some questions and complete a report which will then be sent out and form part of our records. This must be checked for accuracy and factually correct information and kept on the risk assessment file for three years.
  - For other, less serious, but reportable injuries, complete the report online at:  
[www.hse.gov.uk/riddor/report](http://www.hse.gov.uk/riddor/report)
  - For all other information or any queries contact the Health and Safety Executive at [HSE.gov.com](http://HSE.gov.com)
- Procedure for Ensuring a Safe Environment for Everyone
- Staff follow and understand the policies and procedures of the setting at all times.
  - Job roles and responsibilities of staff members are appropriate and manageable.
  - Staff capabilities are assessed and reviewed regularly through appraisals and supervision.
  - All staff have access to copies of the policy and procedure pack given at induction and this is promoted to be used as a working document.
  - Exercises such as regular fire drills and evacuation procedures are held regularly.
  - Procedures such as 'accepting visitors into the nursery' and 'health and safety' are reviewed regularly with staff and training is provided on these at staff meetings.
  - Risk assessments are carried out regularly.
  - Staff to child ratios are adhered to and staff deployment managed daily by the Managers.



- Staff are given regular opportunities and an 'open door' policy is fostered, to ensure there is always someone available to discuss concerns, worries or issues.

### **Procedure for Morning Safety Checks**

- Each day the Manager or Deputy responsible for opening the building will complete a series of safety checks.
- Any problems of these safety checks are recorded on the safety check list issues report, behind the Safety check list.
- Any problems are to be dealt with ASAP.
- Any forms which have actions on must be kept until the action is complete and then stored in the Health and Safety file.

### **Procedure for Reporting Damaged/Broken Equipment**

- All staff ensure the equipment and resources which the children have access to, is appropriate and safe for their age and stage of development.
- Resources and equipment should be checked before being used or made available to the children.
- Any equipment that is broken must be removed from the children and given to the manager to see if it can be mended or if it needs to be disposed of.
- Any toys which have missing parts must be removed from the children's use.
- The manager will take responsibility for disposing of any broken and irreparable resources.

### **Procedure for Taking Children off the Premises**

- Children get great benefits from getting outside and finding out more about their local community, supporting their own learning, cultures, community and British values.
- Permission is sought from parents at registration to take the children out for local walks, this is a daily activity that is part of our curriculum.
- Written permission for outings to the theatre or farms is sought for each outing.
- Ratios for taking children out of the nursery will ideally be 1 adult to every three children but consideration must be given to individual children's needs, legal ratios will always be adhered to.
- Walking children must wear the high visibility jackets supplied.
- Reins are supplied by the setting and can be used if a child requires this.
- A qualified member of staff must be with any group going off the premises.
- Students can be used in ratios for trips as long as they are under the supervision of the qualified staff member.
- Staff will take the travel first aid kit and the settings mobile telephone with them.
- Staff will take any medication required by a child with them on the outing in case of any emergency and it will be administered following administration of medication procedures as if the child were still at the setting.
- Decisions about where the group are going can only be changed if the Manager is informed.
- Children will be very closely supervised while off the premises.
- Appropriate and safe behaviour is expected of the children and they are encouraged to be sensible and hold hands in pairs.
- If any child is disruptive on an outing staff will return the whole group to the setting swiftly.
- A risk assessment has been completed for all local area trips.
- Any problems encountered on outings must be shared with the Manager immediately the group returns.
- Children cannot be transported in staff cars.



### **Using size appropriate resources**

- Staff must always be aware of the dangers of the children inserting small pieces of food, stones or resources up their noses or in their ears so the children must be safely supervised when using 'risky' resources or having access to food or stones.
- Staff should be extra cautious with younger children during these activities and either provide less risky activities or resources or supervise them extremely closely.
- Any child who has inserted food or a foreign body into their nose or ear, that cannot be easily removed without causing distress, must have their parents called to arrange a visit to Minor Injuries to have it removed safely.
- Attempts at removal by staff should not be forceful or intrusive.