

## **Health and Safety**

### **Risk assessment**

#### **Policy Statement**

The Island Day Nursery believes that the health and safety of children and adults is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment. At The Island Day Nursery we follow a five step risk assessment process as follows:

- Identification of risk: where is it and what is it?
- Who is at risk: childcare staff, children, parents, cleaners etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk or the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What we will need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do we know if what we have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

#### **Procedures**

- Our risk assessment process covers adults and children and includes:
  - checking for and noting hazards and risks indoors and outside, and in our premises and for activities;
  - assessing the level of risk and who might be affected
  - deciding which areas need attention; and
  - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
- Where more than five staff and volunteers are employed the risk assessment is written and reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.
- There is a risk assessment in place for every room in the setting. These are reviewed termly (Appendix A)
- Risk Assessments are in place for every local outing and are kept in the office
- Risk assessments take place for individual activities above and beyond every day practice i.e. a visit to the setting from lambs etc

#### **Legal framework**

- Management of Health and Safety at Work Regulations 1992

**Persons responsible for implementing this policy:**

- Roseleen Cullen/ Erica Dunwell/ Heather Bishop – Newport
- Erica Dunwell/ Lizzee Annis/ Nicola McLaughlin – Sandown
- Erica Dunwell/ Becky Kujabi – Wootton

**Review: August 2021**