



Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins	<i>[Signature]</i>	5.6.2014	5.6.2015

Policy

Otters Nursery Schools Limited believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, students volunteers and all persons attending the setting. By assessing and minimising the hazards and risks we enable the children to thrive in a healthy and safe environment. The basis of this policy is risk assessment.

- Otters Nursery School risk assessment processes follow five steps as follows:
 - Identification of risk: Where is it and what is it?
 - Who is at risk: Childcare staff, children, parents, cooks, cleaners etc?
 - Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
 - Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
 - Monitoring and review: How do you know if what you 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.

- We implement daily risk assessments to include the whole premises.
- We implement area risk assessments to detail the environment and activities associated with each particular area.
- We implement activity risk assessment for activities that include `above normal` amount of risk such as outings, trips, walks, visitors, etc
- All staff are trained to undertake risk assessments.
- All risk assessments are recorded and analysed to monitor environment and activity to minimize risk.
- All risk assessments will clearly state the date the risk assessment was carried out, by whom, and any actions taken following the review.
- The manager and the director will carry out a series of health and safety reviews: three monthly, six monthly and annually.

Manager Procedure :To implement the Risk Assessment Policy the Manager must follow the procedure:



- Health and Safety Procedures, Actions and Instructions as set out in the Otters Nursery Health and Safety Files are followed by all staff.
- The Health and Safety Actions are followed as detailed in the Health and Safety Documentation, Actions and Guidance
- Daily, Area and Activity Risk Assessments are correctly completed, analysed and acted upon.
- Health and Safety Files, Safety Records and Accident Books are regularly reviewed and maintained.
- Risk Assessments, Accident/incident Books for each base room/area are located in the designated document folder.
- Safety audits, risk assessments and emergency procedures are regularly carried out or practised as appropriate in accordance with instructions, and that the results are analysed and acted upon.
- Staff are trained in assessing risk and completing Risk Assessments.

Nursery Designated Health and Safety Officer: To implement the Risk Assessment Policy the Nursery Health and Safety Designated Officer must support and liaise with the Manager and ensure that the procedure is followed:

- If the Manager fails to implement any part of the Risk Assessment Procedure the Nursery Health and Safety Designated Officer must immediately implement the procedure.
- They must immediately inform the Manager and indicate which part of the procedure is not followed. They must continue to support and liaise with the Manager to ensure that the procedure is followed.
- If the Manager continues to fail to implement any part of the procedure or a significant part of the procedure is not followed the Nursery Health and Safety Designated Officer must immediately implement the procedure.
- They must immediately inform the Health and Safety Designated Company Director R. Angell.

Nursery Staff Procedure To implement the Risk Assessment Policy all nursery staff must follow the procedure:

- Follow all Health and Safety Procedures, Actions and Instructions as set out in the Otters Nursery Health and Safety Files, co-operating fully with instructions from senior staff, manager, and Designated Health and Safety Officer.
- Follow all Health and Safety Actions as detailed in the Health and Safety Documentation, Actions and Guidance co-operating fully with instructions from senior staff, manager, and Designated Health and Safety Officer.
- Health and Safety Files, Safety Records and Accident Books are maintained as per procedures.
- Daily, Area and Activity Risk Assessments are correctly completed and stored in the designated document folder.
- Keep up to date and trained in assessing risk and completing Risk Assessments.