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# **TRAINING DEPOT DAY NURSERY**

## **Risk Assessment Policy**

### **Aims of this Policy**

It is the responsibility of the person in charge of the Nursery to ensure that risks to the children/staff/parents and visitors are minimised or eliminated whenever possible. The purpose of Risk Assessments is to review situations, equipment and procedures to assess and identify any risks primarily related to safety.

### **Risk Assessments**

At Training Depot Day Nursery we carry out the following risk assessments; Fire, Building and Equipment, Daily Checks and Trips / Events. We currently have written records for all the risk assessments we carry out at Nursery.

#### **Fire Risk Assessment**

The Fire Risk Assessment is reviewed on an annual basis. Fire Drills are conducted every 2 months. Having taken place, evacuation procedures are timed, reviewed and adjusted accordingly. This procedure may result in the Fire Risk Assessment being reviewed earlier than scheduled.

#### **Building and Equipment Risk Assessment**

The Building and Equipment Risk Assessment is reviewed on an annual basis, unless a situation arises where we believe it is essential or beneficial to review it at an earlier date. The building is also risk assessed on a daily basis during the daily checks. Staff report any concerns regarding children's/parent's/visitor's/staff's health and safety immediately to the person in charge of the Nursery at the time and the matter is dealt with accordingly.

#### **Daily Risk Assessments**

Recorded daily risk assessments are conducted by the person responsible for opening up or locking up the Nursery. These include risk assessments of the Nursery rooms, the bathrooms, the office, corridors, and fire exits and outside.

All staff are vigilant in constantly monitoring risk to all persons at Training Depot and will report any concerns regarding children's/parent's/visitor's/staff's health and safety immediately to the person in charge of the Nursery at the time and the matter is dealt with accordingly.

#### **Nursery Trip / Events Risk Assessments**

These risk assessments are undertaken before the event and recorded. All staff taking part in the trip or event are briefed on the risk assessment.

Each of our separate risk assessments list what the risk is, who might be affected by the risk and what procedures are in place to remove the risk or minimize the risk for all those involved.

The Fire Risk Assessment, The Daily Risk Assessments and the Building and Equipment Risk Assessment are reviewed on an annual basis and this will continue, unless a situation arises where we believe it is essential or beneficial to review at an earlier date. The Nursery Trip / Events Risk Assessments are reviewed on a 6 monthly basis and will this continue, unless a situation arises and we believe it is essential or beneficial to review at an earlier date.

Near miss situations will be acknowledged and discussed with the team affected, to consider any adjustment to the risk assessment. Details of the near miss and any recommendations will be passed to Miss Sandhya, or the Manager, immediately. The risk assessment will be amended if appropriate, and then re-issued to inform all nursery staff.

*Revised August 27, 2021 by Miss Salma Bibi*