

Policy Title and Number:

Risk Assessment & Management Policy

Policy Reference Number: JIC-052

Legislation that informs this policy

Children's Act 1989 and 2004

The Early Years Foundation Stage 2017

Childcare Act 1989 and 2006

Control of Substances Hazardous to Health Regulations 2002 (as amended 2004)

Management of Health and Safety at Work Regulations 1999

Health and Safety at Work etc Act 1974

Regulatory Reform (Fire Safety) Order 2005

This list is not exhaustive

Policy Statement

Just Imagine day Nursery – Canvey Island aims to provide a safe, secure and healthy environment for all staff, children, parents, carers and visitors to the provision. We recognise that this policy alone cannot ensure safe, secure and healthy working conditions. Only good practice will ensure safety and security. It is everybody's responsibility to ensure that individual conduct ensures that our provision is as safe as it can reasonably be and that risk is managed to the benefit of all who participate here.

This policy explains our approach to risk management and lists the responsibilities of the employer, the management team and the staff. However, it is important to acknowledge that responsibility for identifying and managing risk is a routine part of the role of all.

Risk cannot be eliminated but everyone has the right to be protected as far as is "reasonably practicable".

The Aims of the Policy

The aims of risk assessment & management are:

- to maintain a safe and secure working and care and development environment
- to make sure a balance is reached between safety and security and the need for children to take appropriate risks as part of their learning and development
- to foster an open and receptive approach to identifying and solving risk problems
- to ensure clarity regarding roles and responsibilities.

It is the responsibility of the Nursery Manager to ensure that this Policy is properly implemented.

Procedure

Risk management is the process of planning, organising, leading and controlling the activities of the Nursery in order to minimise the potential for accidents. In order that our aims can be fulfilled, the following are the responsibilities of key people within the nursery:

Responsibilities of the Employer

Just Imagine day Nursery – Canvey Island Directors have a fundamental role to play in the management of risk within the provision. Their role is to supervise the culture of risk management.

This includes the following.

- Set the tone and influence the culture of risk management within the provision.
- Ensure that all decisions take into account health, safety and security matters.
- Have a contingency budget to cover health, safety and security matters as appropriate to the provision's size.
- Ensure that all new staff are aware of this policy and the provider's approach to risk management.
- Determine which kinds of risks are acceptable and which are not.
- Annually review the provision's approach to risk management and approve changes or improvements to key elements of its processes and procedures.
- Ensure that the provision has appropriate monitoring systems.
- Annually review comparatively, each nursery's accidents records, having due regard to difference in premises design and occupancy and review a sample of risk assessments.

Responsibilities of the Nursery Manager

- Ensure that risk assessments are stored appropriately and are accessible and room risk assessment displayed appropriately.
- Ensure that incidents and hazards are recorded and reported and that action is taken to prevent them happening again.
- Ensure that the advice of appropriate specialist staff is sought to assist with or clarify any aspect of risk assessment.
- Ensure that risk management extends to all staff, visitors, parents and children.
- Ensure that policies are implemented effectively.
- Maintain contact with, and seek advice from, appropriate agencies.
- Ensure that all key staff are familiar with the process of completing a risk assessment and know where and how to store and retrieve one.
- Ensure the Health and Safety Officer is provided with updates training

Responsibilities of the Health and Safety Officer

- Ensure that relevant risk assessments are completed on a regular basis by each Nursery Manager.
- Check the accuracy and suitability of risk assessments where these have been completed by other people.
- Ensure that an annual review of risk assessments in frequent use takes place.

- Support the Nursery Manager in the implementation of this policy.
- Ensure that staff reporting to them are made aware of this policy and the need for risk assessments.
- Ensure that they report to the Board of Directors on any areas of concern.
- Ensure that they report and investigate incidents occurring within their areas of work, in accordance with their Local Authority's procedures.
- Establish and maintain safe and secure working procedures, minimising risk as far as is practicable.
- Provide sufficient information, instruction, training and supervision to enable other employees to avoid hazards and to contribute positively to their own security.
- Ensure that relevant risk assessments are carried out, the results recorded and any necessary action taken.

Responsibilities of staff

Staff will do the following:

- Co-operate with other employees in implementing risk assessments.
- Report any hazard or malfunction in accordance with prescribed procedures to their Nursery Manager.
- Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- Ensure that they are familiar with current risk assessments and follow their guidance.
- Report all incidents, accidents and "near misses" in accordance with nursery procedures, whether injury is sustained or not.
- Make parents/volunteers aware of risk assessments applicable to the area in which they are working and the activity in which they are engaged.
- Draw any anomalies or concerns to the attention of the Nursery Manager.

Visitors, Visiting Staff and Volunteers

Regular visitors and other users of the premises will be required to observe the Health & Safety guidance for the provision including risk assessments for the activities they engage in.

Groups and individuals running activities on the provider's premises which are not part of the provider's activities will be required to produce their own risk assessments for the activities that take place. These will be kept on record and will be required to be reviewed annually.

Parents and other adults helping out in provision will be made aware when they first volunteer of the Health & Safety arrangements applicable to them.

Children and parents

Parents and carers are requested to encourage their children as far as it is reasonably practicable with consideration to the age of the child to:

- follow the nursery's code of conduct
- observe all the health and safety arrangements as requested
- refer any concerns they may have to staff.

Parents on the nursery premises are subject to the same risk assessments as members of staff and children. Additional consideration will need to be given to any specific physical needs of additional adults.

When to Complete a Risk Assessment

Whenever a new activity is considered which is not already covered by the medium-term plan, or which involves children leaving the building or being engaged in activities outside of the normal scope of the provision's day, a risk assessment should be completed. Examples include the following.

- extra-curricular activities
- walks around the locality
- longer trips and visits
- swimming and any new sports and games which the children are involved in
- new programmes that are introduced.

Most of the activities are already covered by the generic policies held by the provision. Members of staff should ensure that they are familiar with these and apply the advice contained in them in order to minimise risk.

There might also be a situation where a member of staff requires a risk assessment — for example during pregnancy or on their return after a particular illness or injury. Specialist advice should be sought in these situations.

How to Complete a Risk Assessment

The person completing the risk assessment should follow these steps:

1. Identify the hazard.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record the findings and implement them.

A hazard is anything that may cause harm and the risk is the chance, high, medium or low, that someone could be harmed by this or other hazard(s).

Templates for risk assessments can be obtained from the Nursery Manager's office. The headings they include are:

- activity/process/operation
- what are the hazards to health and safety?
- what risks do they pose and to whom?
- risk level calculated by probability of occurring risk and severity of injury
- what precautions have been taken to reduce the risk?
- risk level achieved
- what further action is needed to reduce the risk?

Probability	Severity of Injury	Rating Bands	Action Required
1: Most unlikely	1: Trivial	1 & 2 Minimum risk	Maintain control measures
2: Unlikely	2: Slight injuries	3 & 4 Low risk	Review control measures
3: Likely	3: Serious injuries	6 & 8 Medium risk	Improve control measures
4: Most likely	4: Major injuries or death	9, 12, 16 High risk	Improve controls immediately and consider stopping work

Storing Risk Assessments

Risk assessments are kept in the Nursery Office. Copies of risk assessments in current use are also kept in the office. Each Room keeps copies of relevant risk assessments. Any new member of staff has risk assessments drawn to their attention.

All completed risk assessments should be discussed, checked and agreed by the Nursery Manager and the Health & Safety Area Partner.

Monitoring

- Risk assessment forms completed by staff are sampled annually for Quality Assurance purposes.
- the results of an audit of risk assessments are discussed annually with the Board of Directors.
- This policy will be reviewed annually or more frequently if circumstances change. The policy will be subject to full consultation with the Company's Health & Safety advisers and members of staff.

Date updated: August 2021

Date for review: August 2022

Links to other policies: Health & Safety Policy, Outings Policy, Fire Safety Policy