



*2 Lindsay Road. Branksome Park, Poole, BH13 6AR*

*Telephone Number: 01202 768769*

*Email: pussnbootsdnursery@hotmail.co.uk*

## **Risk assessment policy**

At Puss 'n' Boots Day Nursery we promote the safety of children, parents, staff and visitors by reviewing and reducing any risks.

### **Risk assessments**

The nursery carries out written risk assessments on a daily basis for the indoor and outdoor areas. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

Before putting out any toys or activities first thing in the morning a member of staff will scope the nursery for any structural aspects. Whilst laying out toys or activities at any part of the day, the member of staff who is doing so will check each toy and activity for dangerous edges, breakages or unsafe equipment. The staff will dispose of all equipment that is faulty or place it in the office to be repaired in an appropriate way.

Any incident or reoccurring aspect within the Nursery premises will be recorded in the accident forms, receive a signature from the staff (including a witness) and parent and have a reoccurring pattern for example: scratches from branches in the garden from various children. This may be a varied part of the garden or on separate occasions but needs dealing with once it has been established as a potential risk. This would be dealt with via proprietor with immediate action.

The Nursery Manager resides on the nursery premises and is able to identify any potential risks or consequences of action taken on a regular basis.

The safety of the children, staff and all within the Nursery is of paramount importance at all times. We would endeavour to maintain a suitable and high standard of care, safety and security within the nursery. All incidents are recorded in the accident and incident forms as occurred and any risk assessment aspect is detailed on indoor and outdoor risk assessment and will be detailed on the Risks to be changed sheet which will record any details of the risk, when recorded and by who, who informed and when the risk has been dealt with and by who. There is one of these in both rooms

and these are brought to the managers/ proprietors attention and also checked on a weekly basis.

A termly risk assessment on the indoor and outdoor areas of the nursery is completed by the senior team to regularly check the building as a whole but also the equipment and resources the staff and children use.

Any overall indoor and outdoor risk assessment including control measures on all areas used by the children is reviewed on a yearly basis and filed in suitable premises folder.

All staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from the nursery are individually risk assessed and adequately staffed with paediatric first aid trained practitioners. For more details refer to the visits and outings policy.