



PHOENIX HOUSE MONTESSORI NURSERY SCHOOL

27 Stamford hill, London N16 5TU

Telephone: 0208 880 2550.

Email: phoenixn16@yahoo.co.uk

Risk Assessment Policy and Procedure

Introduction

Here at Phoenix Montessori nursery we are committed to proactively identifying and managing risks within its day today activities. The need to identify risks both on a clinical basis and operational basis is paramount in safeguarding the health and wellbeing of clients, staff, children and other users.

Risk assessments are vital in identifying issues that could harm people. The aim is to ensure that no one is injured or becomes ill due to conditions in the nursery or because of poor working practices. By identifying risk we will apply preventive and protective measures to create a healthier environment for all and meet statutory obligations.

Objective

The policy aims to:

- Inform staff of their responsibilities for undertaking risk assessments and acting on the result
- To ensure all risk assessments are recorded and reviewed on a regular basis
- Scope of policy
- We maintain lists of health and safety issues, which are checked regularly and a full risk assessment is carried out.
- Open and closing checks on the premises are carried out.

The policy applies to all employees working at Phoenix Montessori Nursery. All staff working at Phoenix Montessori Nursery will be expected to undertake risk assessment relevant to their work activities and take preventative measures to reduce the risk. These risk assessments must be shared with all staff at the setting.

Risk Assessment Policy and Procedures

Risk Assessment is the assessment of individual risks through identification of hazards followed by analysis of the risk from the hazard to see if harm is likely to be caused.

Hazard – a hazard is something that has the potential to cause harm e.g. electricity, gas, chemicals etc.

Risk – is the likelihood that the harm from a particular hazard could happen and the chance the risk could cause harm either great or small

Plans – are the measures put in place to prevent the risk causing harm

Risk Assessments

Risk Assessment is a legal requirement under the Management of Health & Safety at Work Regulation 1992. It is very important in the prevention of accidents, injuries and ill health.

Risk Assessment involves a proactive approach to identify hazards evaluating the extent of the risks involved and taking the necessary action to remove/reduce the risks. Risk Assessment documents must be maintained in a Register and held within the nursery and reviewed regularly. Any changes in working practice throughout the nursery must be risk assessed and documented.

Risk Assessments Process

One of the main problems when carrying out a risk assessment is the identification of risks. The main purpose of a risk assessment is to identify significant risks followed by more trivial risks.

Acceptability of Risk

Not all risks can be avoided or eliminated therefore some risks have to be 'accepted'. Acceptable risk is those risks that have been identified, assessed and graded.

Outings:

Written parental permission must be obtained for children to take part in outings. Risks must be identified and steps taken to remove, minimise or manage risks and hazards. This must include consideration into safe adult/child ratios. These risk assessments is required to be in writing and must be carried out.

Risk Assessment is a legal requirement under the Management of Health & Safety at Work Regulation 1992. It is very important in the prevention of accidents, injuries and ill health.

Risk Assessment involves a proactive approach to identify hazards evaluating the extent of the risks involved and taking the necessary action to remove/reduce the risks.

Risk Assessment documents must be displayed in each room and reviewed and updated on a regular basis. Alongside this, daily risk assessments are carried out on each area prior to the children arriving.

Associated Policies/Documents

Reference should be made to the following Policies if they connect to a Risk Assessment:

- Accident and incident policy
- Security policy
- Health and safety policies

Training and assistance in completing risk assessments will be provided through local training provider and all staff must complete this training.

The setting carries out risk assessments on:

- Toys and equipment within the setting,
- Structure of building; including stairs, toilets and landings.
- Layout of class rooms
- Garden area
- Car park area
- Outings
- Security
- Pregnant staff
- Manual handling
- Pets / Animals