

RISK ASSESSMENT POLICY

INTRODUCTION

At Daisies Montessori Nursery School we understand the importance of ensuring that systems are in place for checking that we have a safe and secure place for children, staff and visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incidents taking place. This is the responsibility of all staff as part of their daily duties.

PROCEDURES

- In accordance with our duties at Daisies Montessori Nursery School we are required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety Policy. All staff are responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources.
- The manager is responsible for conducting any necessary reviews or making changes to Daisies Montessori Nursery School's policies or procedures in the light of any potential risks that they or any other members of staff discover.
- A visual inspection of both equipment and the entire premises - both indoor and outdoor - will be carried out daily. This will be carried out by a designated member of staff on arrival at The Daisies Montessori Nursery School and be completed before any children arrive.
- During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from the environment, both indoor and outdoor. This includes floors and all equipment used by staff and children.
- On discovering a hazard, staff will take all steps necessary to making themselves and any other people safe.
- The manager is then responsible for ensuring that any necessary action is taken.
- Risk minimisation procedures can be found in the Lost/Missing Children Policy.

RECORDING ACCIDENTS, INCIDENTS AND DANGEROUS OCCURRENCES

All accidents, incidents and dangerous occurrences will be recorded on the accident record sheets on the same day as the accident happened.

The blank sheets can be found in the first aid box, which is kept on the fridge in the kitchen. Records will then be kept in the locked grey filing box.

Records must contain:

- The time, date and nature of the incident, accident or dangerous occurrence
- Details of the people involved
- The type, nature and location of the injury sustained
- What action was taken and by whom
- The signature of the member of staff who dealt with the event, a witness and countersigned by the parent/carer of the child involved