



ROMPERS PRIVATE NURSERY

HEALTH AND SAFETY RISK ASSESSMENT POLICY



Policy Statement:

Rompers has a duty to comply with the Health and Safety at Work Act 1974, ensuring the safety and welfare of all users and employees. In addition, we are required to prepare a Risk Assessment in response to the identification of significant hazards. The significant findings Risk Assessment must detail who might be harmed and how and what we are doing to control the risks identified.

Aims of this Policy:

- To provide a high standard of performance in ensuring the Health and Safety of children, parents, staff and all other service users of the nursery
- To reduce accident and sickness rates
- To develop a positive attitude to health and safety
- To ensure the involvement and co-operation of all adults and children in achieving the aims of the policy statement
- To identify what could cause injury or illness in our business (hazards)
- To decide how likely it is that someone could be harmed and how seriously (the risk)
- To take action to eliminate the hazard, or if this isn't possible, control the risk

Procedures:

- Ensure premises are maintained in a safe, secure and comfortable conditions.
- Ensure equipment and systems of work are safe and without significant risk.
- Ensure pre-use checks are made of the area and equipment in the outdoor area, checklists and risk assessment are signed.
- Ensure that there is suitable and sufficient information, instructions, training and supervision to meet health and safety requirements.
- Ensure that all new equipment and systems are checked for safety.
- Ensure children's registers and visitors logbooks are maintained and up to date.
- Ensure systems for reporting accidents and incidents with a risk to health are in place.
- Ensure that the maintenance and fire log is kept up to date and that fire procedures/drills are undertaken each term.
- Records trends of sickness in staff and children and take appropriate action eg, return to work forms.
- Ensure procedures are in place to deal with any foreseeable emergency situations.

- Produce risk assessments for the premises and activities undertaken on the premises that constitute potential risks.
- Produce risk assessments for vulnerable workers - young workers, migrant workers, new or expectant mothers, people with disabilities.
- Ensure policies and procedures are shown to all new staff as part of the induction process within their induction packs.
- Ensure that all new work routines/use of other premises/transport are considered for inclusion in a risk assessment.
- Ensure that a written record of nursery repairs is filed on the premises, these can be found in the maintenance log within the office.
- Ensure service users and staff have access to policies and procedures at all times.

Monitoring:

- Assess work place daily as part of the duty of care
- Include health and safety training in staff induction
- Maintain record of nursery repair
- Accidents/incidents are investigated and recorded in a suitable manner and follow ups are completed when needed
- Statistics of accidents/incidents and their location are monitored monthly by room seniors
- Written procedures reviewed annually or when there has been significant change eg, building work takes place, children with special needs enrolled ect.
- Undertake repair/inspections of premises when needed

Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none