

The Oaks Nursery

Risk assessment policy

What Is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people or an organisation that could result from a particular activity or situation.

- A **hazard** is something with the potential to cause harm.eg; fire
- A **risk** is an evaluation of the probability or likelihood of the hazard occurring
- A **risk assessment** is the resulting assessment of the severity of the outcome.eg; loss of life or destruction of property
- **Risk control measures** are the measures and procedures that are put in place in order to minimise the consequences of risk.eg ;work procedures, fire evacuations or insurance over

What we do

Oaks Nursery undertakes a variety of risk assessments that cover safeguarding children, Health & Safety, activities and play equipment, visitors, outings. The list is not exhaustive and includes planning, documentation and additional information contained in Kent Union policies and procedures.

- Daily walk through assessments on building grounds and equipment
- Regular assessments of office equipment, electrical appliances and equipment
- Full and detailed risk assessment of premises
- New assessments for a hazard not previously identified. ie; new event or activity

The Nursery Manager or a member of the senior team will identify a potential hazard and discuss the need to carry out a risk assessment. This may be completed by any member of the senior team, however it will be agreed and signed off by the Nursery Manager before implementation. Any concerns on specific hazards previously unidentified, advice may be sought from other colleagues at the University of Kent Campus listed below;

- Helen Close : Facilities Manager Kent Union
- Peter Cole: Director of Finance & Technology Kent Union
- Andrew Briggs: Fire , Safety & Environment Advisor University of Kent
- David Jordan: Health & Safety Food Services Advisor University of Kent

Risk assessments are kept in the Health & Safety file in the nursery office, with relevant copies of assessments in each nursery room ie; Food allergen information. Risk assessment reviews are undertaken periodically throughout the year, or when changes to risk occur.

Review 1 January 2014

Staff responsibility

Stringent risk assessments and Health & Safety reviews are evidence of good practice in a busy nursery environment. However it is never possible to eliminate every hazard, indeed within the Early Years Foundation Stage children are expected to develop 'risk taking' within a secure environment. Adults working as a team within the nursery are best placed to identify and act upon any hazards or concerns that become apparent during the working day.

- All staff are expected to be vigilant when working in the nursery building or grounds, and to report any potential hazards to their supervisor or manager
- Prior to any event held on nursery premises senior staff will be expected to review or amend existing risk assessments, or put in place new documentation
- Outings to play areas or organised events off site not previously attended must be visited by the supervisor/ manager and a risk assessment recorded prior the outing taking place

Documentation

The nursery has the following documentation in place to manage hazards or risks within the environment, or as a department of Kent Union;

General risk assessment- Oaks Nursery

Policy document identifying fire, broken toys & equipment, personal injury, accident & illness, operating machinery, use of cleaning products, electrical equipment, environmental health.

Risk Registers- Kent Union

A register identifying potential risks that may affect the business function or continuity of the nursery provision.

Individual risk assessments

- Animals on site- Kent College farm
- Animals on site- Zoolab
- Barbeque
- Bouncy Castle
- 'Cool Physics' -University of Kent
- Drama Workshops- University of Kent Drama project groups
- Face painting
- Food allergens
- Garden party/ open days
- Grounds contractors – Oak Apple Landscapes
- Lone working

- Outing- Farming World
- Outing- Picnics on campus
- Outing- Feeding the ducks
- Outing- Wingham Wildlife Park
- Pest control- Pest Atak
- Pregnant women
- Young person's employment experience

Adopted on (date): 28th August 2012

Signed on behalf of The Oaks Nursery:

Name: Chris Comper

Job title: Nursery Manager