



SOMERVILLE FEDERATION

Risk Assessment Policy

Headteacher.....

Date.....

Chair of Governors.....

Date..... Review Date.....

Suitable Premises, Environment and Equipment

We will ensure the safety and the suitability of the premises both indoors and outdoor, the furniture, equipment and toys through staff and school users following policies and procedures devised for this purpose.

We will risk assess all aspects of the service, training to support staff in undertaking risk assessment will be given to all staff. Daily and regular checks will minimise hazards within Somerville Nursery School. Accident records will be scrutinised to identify if daily routines need to change to protect the children, parents and staff.

We will appoint a member of staff to update the staff team on Health and Safety legislation, using the Local Authority Intranet and accessing the expertise of the Local Authority Health and Safety officers.

Fire evacuation drills will be practiced in line with regulations and children and staff will be familiar with the emergency evacuation procedures.

Ofsted will be informed of any changes to the premises and how the needs of the child will be met.

The policies and procedures will ensure that the premises and equipment are suitable and clean and meet the needs of the children coming into our care.

We will use the Early Years Foundation Stage Framework Welfare Requirements to safeguard and promote children's welfare.

We will regularly review how we are meeting the outcome by assessing our service through staff discussion and also by asking parents to share their views through questionnaires and subsequently analysing their responses.

Risk Assessment Policy

Outdoor and indoor spaces, furniture, equipment and toys must be safe and suitable for their purpose – EYFS legal requirements

Aim of policy

To ensure that we take all reasonable steps to ensure that hazards to children, staff, parents and centre users are kept to a minimum

Procedures

- **A nominated person, who has received appropriate training, will undertake a full risk assessment of the premises, both indoor and outdoor, and identify any hazards and how these will be minimised.**
- **The risk assessment must be reviewed at least once every 6 months and more frequently when the need arises.**
- **On a daily basis each member of staff will act immediately upon identifying a hazard to the children or persons on the premises.**
- **Each room will be checked before young children arrive for each session. Any hazards are to be logged immediately and action to be taken to rectify, isolate or remove the hazard.**
- **A COSHH assessment will be undertaken of all hazardous materials and reports will be stored on the school premises. These materials will be stored securely and will not be accessible to children.**
- **We will ensure that all requirements of the Environmental Health Officer are adhered to with regard to general hygiene and the preparing, cooking and serving of meals.**
- **We will keep the playrooms clean and encourage the children to keep toys and equipment tidy and safe if not being played with. Keeping the room tidy will be acceptable. No major cleaning is to take place when children are present. Domestic staff will undertake the main cleaning tasks when the children are not present in Somerville Nursery School .**
- **All cleaning materials and equipment will be stored securely and safely when Somerville Nursery School is in operation.**
- **We will have a cleaning rota; equipment will be cleaned with anti-bacterial wipes. The staff team will identify how often equipment will be cleaned, i.e. daily, weekly, or more often.**