



Safety Checks and Risk Assessment Policy

Updated September 2024

The purpose of this policy is to ensure that the nursery provides a safe and healthy environment for all children, staff, and visitors by conducting regular safety checks and risk assessments. This policy outlines the process for identifying potential hazards, evaluating risks, and implementing appropriate measures to prevent accidents and injuries. This policy applies to all nursery staff, volunteers, and management, and it is intended to guide the nursery's practices in maintaining a safe environment for children under our care.

General Principles:

Commitment to Safety:

- The nursery is committed to providing a safe and secure environment where all children and staff can thrive.
- Regular safety checks and risk assessments will be conducted for all areas of the nursery, including indoor and outdoor play spaces, equipment, materials, and activities.

Staff Responsibility:

- All staff members are responsible for maintaining a safe environment and should report any hazards or safety concerns immediately to the management team.
- Staff are expected to be familiar with this policy and adhere to the procedures outlined to maintain a safe space.

Safety Checks:

Routine Daily Safety Checks:

- Before children arrive each day, staff will conduct a thorough inspection of all areas of the nursery, including:
 - Checking that furniture, toys, and equipment are in good condition, free from any sharp edges or broken parts.
 - Ensuring that all toys and materials are clean and safe for use.
 - Inspecting the floor and other surfaces for potential trip hazards or wet areas.
 - Ensuring that fire exits, and escape routes are clear and accessible.

Weekly and Monthly Safety Inspections:

- More in-depth checks will be carried out weekly and monthly to ensure that the nursery's environment remains safe and to identify potential hazards that may require attention, such as:
 - Electrical safety (e.g., checking for exposed wires, ensuring all outlets are covered).
 - Regular inspection of fire safety equipment (fire alarms, extinguishers, fire drills).
 - Assessing outdoor play areas, ensuring that playground equipment is secure and free from damage.

Emergency Equipment:

- All emergency equipment, including first-aid kits, fire extinguishers, and fire alarms, will be checked regularly to ensure that it is in working order and easily accessible.
- Staff will be trained in the proper use of this equipment.

Risk Assessments

Conducting Risk Assessments:

- Risk assessments will be conducted regularly to identify potential hazards and evaluate the level of risk they present.
- These assessments will include:
 - Assessing the nursery building and environment (indoor and outdoor).
 - Reviewing the safety of activities, both routine (e.g., mealtime, nap time) and special events (e.g., field trips).
 - Identifying any specific risks for children with special needs or medical conditions.

Risk Assessment Process:

- **Step 1: Hazard Identification** - All potential hazards (physical, chemical, environmental, etc.) will be identified. Staff will consider all areas of the nursery, including play areas, bathrooms, kitchens, and hallways.
- **Step 2: Risk Evaluation** - Each identified hazard will be evaluated to determine the severity and likelihood of harm. This will help to prioritise which risks require immediate attention.
- **Step 3: Control Measures** - After evaluating risks, the necessary control measures will be identified. This may include removing the hazard, using safety equipment, or implementing policies and procedures to reduce the risk.
- **Step 4: Implementation** - Staff will take the necessary steps to implement the control measures, and the results will be documented in the risk assessment.
- **Step 5: Review** - Risk assessments will be reviewed regularly and after any incidents or changes to the environment, ensuring that the measures are effective and updated as needed.

Risk Assessment Record Keeping:

- All risk assessments and safety checks will be documented and kept on file. These records will be reviewed periodically by the nursery management team and be made available for inspection by relevant authorities.

Specialised Risk Assessments:

Outdoor Play Area:

- A specific risk assessment will be carried out for outdoor play areas, ensuring that equipment is age-appropriate and free from defects.
- The ground will be checked regularly for hazards such as uneven surfaces, debris, or potential tripping hazards.
- Outdoor areas will be checked for safe fencing and secure entry/exit points to prevent children from leaving the premises unsupervised.

Trips and Offsite Activities:

- When planning offsite trips or outdoor activities, a detailed risk assessment will be completed to ensure the safety of all children. This includes assessing transportation, locations, weather conditions, and staff-to-child ratios.

Special Needs Risk Assessments:

- Individualised risk assessments will be carried out for children with special needs or medical conditions to ensure their safety and that any necessary accommodations are in place.
- These assessments will consider any extra supervision or equipment that may be required.

Accident and Incident Reporting:

Accident Reporting:

- All accidents, injuries, or near-miss incidents will be reported immediately to the nursery management.
- An incident report will be completed for each event, detailing the nature of the incident, the children involved, the actions taken, and any follow-up actions required.

Follow-up and Investigation:

- The nursery management team will investigate any accidents to identify any safety breaches or areas for improvement.
- Any patterns or recurring incidents will be reviewed and corrective actions implemented as necessary.

Training and Awareness:

Staff Training:

- All staff members will be trained in the nursery's safety procedures and risk assessment process.
- Regular refresher courses on health and safety, emergency procedures, and risk management will be provided.

Safety Culture:

- The nursery will foster a safety-first culture, ensuring that every staff member, volunteer, and visitor understands the importance of maintaining a safe environment.
- Staff are encouraged to voice concerns, suggest improvements, and actively contribute to a safe working environment.

By conducting thorough safety checks and risk assessments, the nursery ensures that every child, staff member, and visitor is protected from harm and that safety risks are minimised. Regular reviews of this policy and its implementation will help maintain a safe, secure, and healthy environment for all.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		