

16. Risk Assessment Policy

Name of responsible person: Health and Safety Officer, all staff.

Tigers Day Nurseries takes its responsibility for keeping all users of our settings safe and secure very seriously. We value the learning and development opportunities which arise from children being able to explore and include risk and challenge in their play, building their self-esteem, confidence and sense of mastery over their environment. Therefore we use risk assessments to facilitate activities rather than to hinder them.

Daily checks and risk assessments are completed regularly to ensure hazards are minimized, enabling all children to explore and investigate as required by their age and stage of development. From an early age children are encouraged to develop skills they need to keep themselves safe and become aware of their responsibility for the safety of others.

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Procedure for risk assessment

- All staff are required to assess the risks of everything they do, the opportunities they offer and the environment they are using to ensure everyone is kept safe from reasonable risk and harm.

- We use a formal online risk assessment system called Atlas Citation which allows us to complete, review and distribute risk assessments online.
- Staff are always aware that the children's health, safety and well-being is at the forefront of their care.
- Formal risk assessments are completed by the Operations Manager, the Maintenance Manager and the Health and Safety Officers at each setting and distributed to staff as required. It is the individual staff members responsibility to read and sign these.
- Basic risk assessments are reviewed at least annually by the Operations Manager and Maintenance Manager
- Individual risk assessments managed by the Health and Safety Officers may be reviewed weekly, monthly or annually dependent on what is required to manage those risks safely.
- All new toys and equipment are risk assessed by the H&S Officers.
- All new visits are risk assessed by the H&S Officers.
- A monthly risk assessment is completed on received accident and incident forms and practices reviewed and revised if deemed necessary.
- Copies of all written risk assessments are stored on the Atlas Citation system.
- All risk assessments are signed and dated by the Health and Safety Officer.

Procedure for safe storage of hazardous substances

- The amount of hazardous substances used and stored on the premises are minimal and are stored in the locked and labelled COSHH cupboard.
- Cleaning substances consist of: Milton, bleach, floor and dish guard, abrasive creams and hand gels containing alcohol.
- Small quantities of these are kept in the bathroom areas which the children use but these are stored out of reach of the children. These are restocked daily by the maintenance team to ensure small quantities within the rooms.
- Additional stocks of these items are stored in locked cabinets.
- Staff are shown on induction what protective clothing to use for each substance and how to dispose of these.
- Any cleaning substances taken into the children's rooms for routine cleaning of equipment and resources are removed once the task has been completed. Chemicals should not be used in an area where children can access these.
- Each substance has a risk assessment to accompany it as well as a data sheet, stored in the Health and Safety file and alongside the chemicals in the COSHH cupboard and if an accident were to occur this must be given to the emergency services dealing with the incident.

- Any additional chemicals used will be risk assessed by the Health and Safety Officer.

Procedure for reporting of injuries, diseases and dangerous occurrences (RIDDOR)

- All staff have a responsibility under the RIDDOR regulations which came into force on 1st April 1996
- RIDDOR is a legal requirement which supports the Health and Safety Executive (HSE) and Local Authorities to identify areas where risk arises and to investigate serious incidents.
- Incidents which need to be reported under RIDDOR are:
 - 1) If someone on the premises is killed or suffers a major injury which is defined as: fracture other than to fingers, thumbs or toes; amputation; dislocation of shoulder, hip, knee or spine; loss of sight (temporary or permanent); chemical or hot metal burn to the eye or any penetrating injury to the eye; injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours; any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours; unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent; acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; acute illness requiring medical attention where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
 - 2) There is an accident at the setting which causes an 'over 7 day injury'.
 - 3) An accident which causes an 'over 3 day injury' where an employee or child has been injured and incapacitated for more than three consecutive days, must be recorded within the setting but doesn't need to be reported.
 - 4) If someone has a reportable, work related disease as defined in the RIDDOR handbook found in the Health and safety file.
 - 5) A dangerous occurrence as defined in the RIDDOR handbook found in the Health and Safety file.
- In the case of major injury or death initially the report must be made immediately by telephone on:

0845 300 9923 (mon to fri 8.30 am to 5.00 pm)

The Operator will pass you onto the appropriate Authority. They will ask some questions and complete a report which will then be sent out and form part of our records. This must be checked for accuracy and factually correct information and kept on the risk assessment file for three years.

- For other, less serious, but reportable injuries, complete the report online at:

www.hse.gov.uk/riddor/report

- For all other information or any queries contact the Health and Safety Executive at HSE.gov.com

Procedure for Ensuring a Safe Environment for Everyone

- Staff follow and understand the policies and procedures of the setting at all times.
- Job roles and responsibilities of staff members are appropriate and manageable.
- Staff capabilities are assessed and reviewed regularly through appraisals and supervision.
- All staff are sent online copies of the policy and procedure pack at induction and this is promoted to be used as a working document.
- Exercises such as regular fire drills, intruder alerts and evacuation procedures are held regularly.
- Procedures such as 'accepting visitors into the nursery' and 'health and safety' are reviewed regularly with staff and training is provided on these at staff meetings.
- Risk assessments are carried out regularly.
- Staff to child ratios are adhered to and staff deployment managed daily by the Managers.
- Staff are given regular opportunities and an 'open door' policy is fostered, to ensure there is always someone available to discuss concerns, worries or issues.

Procedure for Morning Safety Checks

- Each day the Manager or Deputy responsible for opening the building will complete a series of safety checks.
- The findings of these are recorded on the safety check list.
- Any problems are immediately reported to the Maintenance Team with Joshua on 07887 845982 or emailed jblu90@googlemail.com. Please cc jane@tigersdaynurseries.co.uk into the maintenance emails.
- At the end of the week if there are no actions the signed sheet can be disposed of.
- Any forms which have actions on must be kept until the action is complete and then stored in the Health and Safety file.

Procedure for Reporting Damaged/Broken Equipment

- All staff ensure the equipment and resources which the children have access to are appropriate and safe for their age and stage of development.

- Resources and equipment should be checked before being used or made available to the children.
- Any equipment that is broken must be removed from the children and given to the maintenance team to see if it can be mended or if it needs to be disposed of.
- Any toys which have missing parts must be removed from the children's use.
- The maintenance team will take responsibility for disposing of any broken and irreparable resources.

Procedure for Staff Covering in other Rooms

- In order to offer some consistency and security for all the children, we have some staff who are not based in one room but cover in various rooms as and when required.
- Staff who are placed in an unfamiliar room have a responsibility to make themselves aware of children's needs and requirements.
- This is **essential** during mealtimes to ensure children who have specific dietary requirements are kept safe.
- Senior staff in each room take responsibility for ensuring essential information is easily accessible and easy to understand by using lists and notices.
- Staff using food for play activities must ensure they are familiar with any child's allergies by checking the allergy list or parental preferences.
- Any staff member who doesn't feel they have enough information on the children's needs in the room, must relay this to the room Senior so they can rectify this.

Procedure for Taking Children off the Premises

- Children get great benefits from getting outside and finding out more about their local community, supporting their own learning, cultures, community and British values.
- Permission is sought from parents at registration to take the children out for local walks.
- Written permission for outings to the theatre or farms is sought for each outing.
- Ratios for taking children out of the nursery are 1 adult to every three children but consideration must be given to individual children's needs.
- Walking children and adults must wear the high visibility jackets supplied.
- Buggies are supplied by the setting and must be used for any outing with young children so everyone has an opportunity for a rest should they need it.
- A qualified member of staff must be with any group going off the premises.
- Students can be used in ratios for trips as long as they are under the supervision of the qualified staff member.
- Staff will take the travel first aid kit and the settings mobile telephone with them.

- Staff will take any medication required by a child with them on the outing in case of any emergency and it will be administered following administration of medication procedures as if the child were still at the setting.
- They will complete the outings book before leaving the premises, detailing what staff and children are going, where they are going and how long they expect to be.
- Decisions about where the group are going can only be changed if the Manager is informed.
- Children will be very closely supervised while off the premises.
- Appropriate and safe behaviour is expected of the children and they are encouraged to be sensible and hold hands in pairs.
- If any child is disruptive on an outing staff will return the whole group to the setting swiftly or the staff member in charge can call the setting to ask for additional help.
- A risk assessment has been completed for all local area trips.
- Any child who does not have written parental permission to go out on trip must not be taken off the premises under any circumstances.
- Any problems encountered on outings must be shared with the Manager immediately the group returns.
- All staff are aware that if there is a problem while they are off the premises they can call for assistance if required.
- Children cannot be transported in staff cars without relevant insurance and written permission from the child's parents.
- Any child transported in the nursery vehicle must be accompanied by at least one Level 3 qualified staff member and one other staff member and have written permission from their parent/carer. All children must use suitable car seats and seatbelts.

Procedure for Using Scissors with the Children

- Children are encouraged to, and given opportunities to use effective tools and equipment.
- Metal blade scissors are used with the children in the 3 to 5's age group or if senior staff feel they are capable at a younger age. Younger children will have access to plastic bladed scissors to use with resources such as dough and paper.
- Risks of the children harming themselves and others are minimized by following this procedure and will ensure control.
- Metal scissors are only used with small groups with a maximum of four children.
- Two pairs of scissors are supplied by group.
- Children must be seated when using scissors.
- Children will be supervised at all times when using metal scissors.

- Scissors are to be removed from children if staff have to leave the table for any reason.
- Children are given guidelines and reminded of these regularly when using scissors.
- Metal scissors are kept out of children's reach when not being used.
- Any child acting inappropriately whilst using metal scissors will have them removed.
- Plastic scissors are used with the younger age groups within the setting and staff will encourage their understanding of safe use of scissors.

Procedure for using glitter/sequins with the children

- Glitter is nowadays made from plastic or paper, not glass or sand, but caution should be used when children under the age of 3 are using it
- Ensure children are closely supervised and glitter is not used in huge quantities that can get in eyes etc
- Use cautiously with babies, only using in dough or other substances which mean it won't stick or be consumed in big quantities.
- Encourage the children not to get in their eyes or to eat. If it does rinse thoroughly.
- Sequins should not be used with children in the babies or toddler rooms and should not provide decoration for displays within those age group rooms. Caution should be maintained if younger children are spending time within older age groups and can have access to sequins from displays.

Using size appropriate resources

- Staff must always be aware of the dangers of the children inserting small pieces of food, stones or resources up their noses or in their ears so the children must be safely supervised when using 'risky' resources or having access to food or stones.
- Staff should be extra cautious with under two year old children during these activities and either provide less risky activities or resources or supervise them extremely closely.
- Any child who has inserted food or a foreign body into their nose or ear, that cannot be easily removed without causing distress, must have their parents called to arrange a visit to Minor Injuries to have it removed safely.
- Attempts at removal by staff should not be forceful or intrusive.

