



Holland Park Pre-Prep & Nursery

Risk Assessment Policy

The Manager will carry out a regular Risk Assessment of the premises including indoors and outdoors (please refer to risk assessment folder). The main body of risk assessments (garden, individual classroom, popular outings) are reviewed annually; however, if there have been any reported risks or accidents identified by the staff team then the risk assessments will be reviewed, and actions will be implemented to ensure that the nursery is always kept safe.

If there are any works being carried out in the building, then a risk assessment will be carried out and shared with the staff team. The parents need to be kept informed.

All staff must always be aware of any risks to the children or themselves. If there is a risk, then this should be reported to the manager immediately.

Risk assessments of the indoor and outdoor learning environment are carried out every day by the classroom teachers (see appendix 1). However, during the day many potential hazards may arise, and it is important that they are recognised to prevent accidents. Staff should ensure that:

- All electric equipment is used safely and kept secure when out of use.
- Any hazardous substances are kept out of the reach of children.
- Medicines are stored out of the reach of children and in a locked cupboard.
- All sharp edges are covered.
- Any broken toys, resources or items of furniture are removed.
- Any shattered or broken glasses used for snack or lunch time are cleared away safely.

It is the responsibility of the teachers to complete an end of day checklist to ensure that their environment is left safe and secure, e.g. windows closed, and electricity / equipment switched off before leaving the premises.

The checklists are completed by staff on the Atlas by Citation platform.

Reviewed: August 2021
Reviewed by: P. Culling
Next review date: August 2022