

# Risk Assessment

## Risk assessment

We use the PSLA Risk Assessment checklist combined with written risk assessments for specific areas in the nursery.

Our risk assessment process includes/covers:

- checking for hazards and risks indoors, outside, in our activities and procedures;
- adults, students, volunteers and children - with separate risk assessment for pregnant staff;
- deciding which areas need attention;
- developing an action plan
  - action required:
  - timescale for action:
  - person responsible for action:
  - any funding required.

We maintain details of health and safety issues, which are checked:

- daily before the sessions begin of;
  - overall setting and outside areas
  - individual rooms
  - kitchen & toilet areas
- termly - review of risk assessment documentation and checklists
- yearly
  - full risk assessment in accordance with insurance and PSLA documentation including a full fire risk assessment
  - health and safety visit with specific regard to work experience placements

Risk assessment documentation used within the setting is as follows :

- Daily Pre-Opening checklist
- Kitchen / Snack record - recorded in diary and kept in kitchen cupboard
- Garden risk assessment

