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**32. Risk Assessment**

We understand the importance or ensuring that systems are in place for checking that our nursery is a safe and secure place for children, staff and other visitors. Our risk assessments procedures are part of a continuous process to prevent any dangerous incidents taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work regulations 1999, the Nursery is required to undertake regular risk assessments and take any necessary action arising from these.

The manager Natalie and owner Joanne are responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the Nursery’s premises, or when the particular needs of a child or other visitor necessitates this.

Natalie or Joanne are further responsible for conduction any necessary reviews or making changes to the Nursery’s policies or procedures in the light of any potential risks to health and safety arising from:

* The Nursery’s environment, both indoors and outdoors
* All surfaces, both indoors and outdoors
* All equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Supervisor or indeed record in the maintenance book if the risk is not immediately rectifiable.

The management team are then responsible for ensuring that any necessary action is taken.

All accidents, incidents and dangerous occurrences will be recorded in either the accident folder on the same day as the event took place. Records will be used to inform or change practice to ensure accidents and incidents and the Nursery are minimised.

Records must contain:

* The time, date and nature of the incident, accident or dangerous occurrence
* Details or the people involved
* The type, nature and location of any injury sustained
* The action taken and by whom
* The signature of the member of staff who dealt with the event, any witnesses and a countersignature by the parents/carers of the child or children involved.

Staff should inform the parents/carers of the child or children concerned at the end of the session in which he incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

Ofsted will be informed or any serious accidents, diseases and dangerous occurrence involving a child or member or staff whilst at the Nursery.

We will also report work-related accidents, diseases and dangerous occurrences under the RIDDOR 95 regulations (www.riddor.gov.uk)