

Little Trinity Ltd

Risk Assessment Policy & Procedures

Little Trinity Nursery believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable children to thrive in the environment.

Risk Assessment

- Identification of risk: Where is it and what is it?
- Who is at risk: Children, parents, staff etc?
- Level of risk: High, medium, low?
- Control measures to reduce/eliminate risk: What we need to do, or ensure others will do in order to reduce that risk?

Manager to Monitor and Review

Procedures

- Our risk assessments are carried out by the Manager and room staff.
- Our risk assessment process covers adults and children and includes:
 1. Checking for and noting everyday hazards both indoors and outdoors, covering all spaces used weekly by the setting, to include activities.
 2. Assessing the level of risk and who might be affected.
 3. Developing an action plan that specifies the action required, the time scales, the person responsible and any funding required.

Risk Assessments are carried out:

- Annually for everyday routines, classroom maintenance and weekly activities
- Termly for larger repairs/maintenance of equipment
- Daily checks for equipment/areas being used.
- As and when required for outings and specific activities that carry more risk.