

Risk Assessment Policy



UNCRC in Article 3: The best interests of the child must be a top priority in all things that affect children.

As part of our commitment to provide a well-managed nursery we ensure that we have robust measures in place to identify risks in our environment and implement the procedures needed to minimise these risks.

The purpose of a benefit risk assessment is to:

- identify the likely hazards to be encountered
- identify hazards you may create as a result of actions you intend to take
- identify those who are at risk
- identify how risks can be minimised and managed at an acceptable level by implementing suitable control measures
- establish appropriate supervision ratios

The following policy has been written based on The Scottish Government, *National Care Standards Early Education and Childcare up to the age of 16*, September 2009 (with specific reference to care standards 2 and 14); The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011, Scottish Statutory Instrument (with specific reference to section 4 (1) and (d)); Health Protection Scotland, *Infection Prevention and Control in Childcare Settings Day Care and Childminding Settings* (with specific reference to Appendix 10) September 2015.

Our benefit risk assessment procedures:

- A daily visual check of the nursery is undertaken to ensure that that room is in a good state of decoration and repair. Any furniture or resources that are damaged are removed for repair or disposal.
- A cleaning record of resources is maintained and every resource is cleaned before it is stored away.
- A daily visual check of the outside area occurs before each session.
- If children are being taken off the school premises or out of the immediate nursery outdoor area, the names of the children involved are recorded. When they return the children's names are marked back in. The total number of children involved is recorded on the roll board.

Laurencekirk Nursery

- If children have been taken to the gym hall or music room, the number of children involved is recorded on the information board.
- As children leave the nursery at the end of session, the staff member who is on door duty marks the children as they leave.
- All staff are aware of our benefit risk assessments and read them at least annually. Benefit risk assessments are available on GLOW and a folder is maintained in the nursery office for staff to refer to. Benefit risk assessment for personal protective equipment is displayed in the kitchen area and changing room.
- Benefit risk assessments are reviewed on an annual basis or sooner in response to an incident or updated guidance.
- Benefit risk assessments that relate to accessing out local community are taken by a staff member on these excursions to enable information to be accessed immediately if required.
- During the induction process parents/carers are asked whether their children have any specific health issues. This information is recorded, shared with staff and stored securely. This highlights any medical conditions that might place children at a higher rate of infection that would not usually be serious in most children.

June 2016

Reviewed June 2017