



Risk Assessment Policy

1. Please also refer to Health & Safety Policy.
2. The following regulations are taken into consideration:
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - Health and Safety at Work Act 1974
 - The Management of Health and Safety At Work Regulations 1999
3. The Oasis Childcare Centres undertake assessments of the risks related to
 - the regular and occasional activities of all staff, individual needs of children, parents and any other visitors to the settings. This is done through completing regular and thorough risk assessments.
4. Risk Assessments are in place for equipment and appropriate activities. They identify the persons affected by the Risk Assessment, details and nature of activity, hazards and potential harm and actions to minimise risk. These assessments are signed, dated, kept on file and reviewed by the Senior Manager annually and by the staff as an on-going process. Please see Risk Assessment file.
5. A Risk Assessment is completed when parents or other professionals visit the settings with an animal/pet to support learning opportunities. They identify the persons affected by the Risk Assessment, details and nature of activity, hazards and potential harm and actions to minimise risk, such as ensuring that all pets have up to date inoculations. These assessments are signed, dated, kept on file. They are completed by the staff and reviewed by the manager. Please see Risk Assessment file.
6. Before any trip are undertaken away from the settings, the trip organizer attends a pre-trip visit to identify hazards and risks. A full Risk Assessment is undertaken to identify control measures and the individual needs of children, staff, students and volunteers. This information is then shared with the staff working with the students and volunteers to ensure the safety of the children. The children's ages and abilities are always taken into consideration to help determine the adult child ratio for each trip. Consideration is also given to the time of day of the outing and weather this changes the risks, for example traffic levels during rush hour. (See Trip Policy)

7. The setting has Generic Risk Assessments in place for visiting the local park, transition to the local school and attending short walks in the immediate environment. They are signed and dated and kept on file. These risk assessments are reviewed annually by the Senior Manager and by the staff as an on-going process.
8. Individual Risk Assessments for specific activities and resources will be completed, signed and dated and kept on file. Regular monthly maintenance checks are completed by the setting's maintenance man. He liaises with the Senior Manager and other qualified persons when necessary. On-going reviews of these risk assessments are completed by individual staff members who hold current Health and Safety training.
9. All staff are aware of taking measures to safeguard children, volunteers, parents, visitors and staff against hazards in and around the nursery. Health and Safety checks are completed daily to identify hazards and minimize risks to both the indoor and outdoor environment. In the event of a staff member identifying equipment as being a hazard it is immediately stored in the setting's utility room. The Childcare Manager will log the concern in the handyman's maintenance book and report it to a member of the Senior Management Team.
Disciplinary procedures will be followed if staff do not adhere to the regulations set out in this policy (please see Disciplinary Procedures).
10. Risk Assessments are in place for each premises. They identify hazards, who might be harmed and how, what's already in place, what further action is necessary, how we will put the Risk Assessment into action, timescale and individual responsibilities. Regular monthly maintenance checks are completed by the maintenance man. He liaises with the Senior Manager and other qualified persons when necessary. These risk assessments are reviewed annually by the manager and by the staff as an on-going process.
11. A floor plan has been compiled for each setting by the Senior Manager and maintenance man to identify accurate floor space to comply with current legislation. These are reviewed annually by the Senior Manager and the maintenance man as an on-going process.

"A risk assessment cannot always eliminate the chances of a hazard causing an injury or harm. However, it should be used to make staff aware of the risks when control measures are not followed, as well as educate them on safe ways to work".

Adopted by The Oasis Management Committee on: _____
Representative of Management Committee Signature: _____
Review Date: August 2019