

Apple Tree Day Nursery Risk Assessment Policy and Procedure.

A senior member of staff will carry out risk assessments on a daily basis, before the nursery opens at 7.30am and before the nursery closes at 6pm. The contents of this risk assessment can be found on the AM/ PM Checklist Sheet.

All staff are required to be vigilant throughout the nursery day, ensuring that the nursery is safe and secure for children, staff, and all visitors. If any risks are identified they must be dealt with instantly and reported to the nursery manager.

Any risks that are identified will be recorded on the Risk Assessment Sheet and any further course of action will be decided by the nursery manager. The risks that are identified will be made aware to all staff/ students/ volunteers and discussed at the next staff meeting.

All areas and in every room in the Nursery there is a written Risk Assessment on display for constant reminder of what needs to be put in place each and every time the area is used. All new staff during their induction are made aware of this.

Reviewed and agreed on

.....

Next review date

.....1.1.2016.....

.....