

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 8am 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 staff will partake in half termly risk assessments, where they will be asked to make observations in the nursery of any potential hazards and any action that can be taken to combat them. The nursery manager is responsible for monitoring the risks and dealing with them correctly. The risk assessments will be discussed at the next staff meeting.

Reviewed and agreed on

.....

Next review date

.....