



Risk Assessment Policy

Last Review: 27/10/2025

Next Review: 21/08/2026

1.0 Policy Statement

At Shooting Stars Pre-School Nursery we keep children, families, staff and visitors safe by identifying hazards, assessing risk and putting sensible controls in place. Risk assessment is an everyday habit as well as a recorded process; it enables rich play and learning safely, not the removal of all risk.

2.0 Our Legal Obligations

EYFS Statutory Framework (2025): suitable premises and equipment; supervision; outings; records available to Ofsted; inform parents the same day where relevant.

Health & Safety at Work etc. Act 1974 and Management of Health & Safety at Work Regs 1999: risk assessment; preventive and protective measures; competent persons; information, instruction and training.

RIDDOR 2013: report certain injuries, diseases and dangerous occurrences.

PUWER 1998 / LOLER 1998 / COSHH 2002 (as applicable): safe work equipment; lifting equipment; control of hazardous substances (cleaning products).

Fire Safety legislation: fire risk assessment and controls.

UK GDPR & Data Protection Act 2018: proportionate, secure storage of assessments and incident records.

3.0 Procedures

3.1 How we assess risk (proportionate and practical)

We follow a simple cycle: Identify hazards → Decide who might be harmed and how → Evaluate risk and select controls → Record actions → Implement → Monitor and review. Controls are reasonable and age-appropriate; we prioritise supervision, environment layout and staff practice before relying on signage or paperwork.

3.2 Types of assessment we use

- **Activity/play assessments** for higher-risk provision (e.g., cooking, woodwork, water play, climbing frames).
- **People-specific assessments** where needed (pregnancy, individual children's medical/SEND needs, behaviour risks, manual handling).
- **Outings/transport** assessments for each visit (venue, route, ratios, toilets, first aid, emergency plan).
- **Fire risk assessment** and evacuation plan (practised and recorded regularly).
- **COSHH** for cleaning products and any substances used on site.

3.3 Daily and dynamic checks

Rooms complete opening checks (environment, equipment, hygiene, security) and closing checks. Throughout the day staff make dynamic risk assessments— noticing changes (weather, broken toy, slippery floor) and acting immediately (remove/clean/isolate, adjust layout/supervision), then noting if a recurring issue needs a written control.

3.4 Controls we commonly use

Safe ratios and deployment; clear sightlines; secured entrances; zoned play; regular equipment inspection; age-appropriate resources; PPE where required; first-aid availability; allergy and medical plans; hygiene schedules; staff briefings and radios; password/ID for collection; sun and cold-weather measures; and a simple emergency plan for each area.

3.5 Outings

Leads complete a short, venue-specific assessment and headcount plan; agree ratios and first-aid cover; carry contacts, emergency medication and a phone; brief the team; and record departure/return headcounts. Dynamic assessment continues off-site; plans change if conditions change.

3.6 Incidents, near-misses and learning

Accidents, incidents and near-misses are recorded the same day and reviewed by the Manager. Trends inform updates to assessments, environment or practice. RIDDOR events are reported as required. Significant changes are shared with staff promptly.

3.7 Children's participation and positive risk-taking

We teach children to manage risk (e.g., tool rules, climbing checks, safe carrying), using visuals and modelling. For higher-risk experiences (e.g., tool use), adults introduce, supervise closely and step back as competence grows.

3.8 Roles, competence and training

All staff are inducted in daily checks, dynamic assessment and local procedures (fire, first aid, evacuation). Specific staff are trained/authorised for higher-risk tasks (e.g., food hygiene, manual handling, ladder use). Only competent persons install/inspect equipment.

3.9 Recording, storage and reviews

Assessments are concise (hazard, people at risk, controls, person responsible, date/review). Documents and daily checklists are stored securely (SharePoint or designated folder on site). Reviews occur termly for rooms and after: an incident, a complaint, new equipment/layout, significant weather damage, building works, or advice from a regulator/insurer.

3.10 Contractors, visitors and deliveries

Contractors sign in, receive a brief safety induction and are supervised as needed. Work areas are isolated from children; DBS status is checked where required. Deliveries avoid peak drop-off/pick-up where possible.

3.11 Links to other policies

This policy sits alongside Health & Safety, Fire Safety, First Aid, Outings, Infection Control/Illness & Exclusion, Managing Behaviour, Safeguarding, Allergy/Medication, and Data Protection.

4.0 Roles and Responsibilities

Nursery Manager (H&S Lead): ensures suitable and sufficient risk assessments; approves higher-risk activities; ensures training/briefings; reviews incidents and RIDDOR; keeps assessments current and accessible.

Room Leaders: complete room/activity assessments; lead daily checks; brief teams and adapt controls dynamically; escalate issues promptly.

All staff: stay observant; act immediately on hazards; complete daily checks; follow controls; record incidents/near-misses the same day; contribute to reviews.

Parents/Carers & Visitors: follow site safety instructions; share relevant information (medical, allergy, mobility) that affects risk.