

# Our Lady Star of the Sea Catholic Nursery School

## Risk Assessment Policy

### Mission Statement

*"You are precious in my eyes" - Isaiah 43*

- *Our Lady Star of the Sea Catholic Nursery School is committed to the widest and fullest education of all pupils in a partnership between home, nursery, parish and community.*
- *Our nursery aims to create a happy, ordered environment where all members feel secure, valued and respect each other.*
- *Our nursery aims to be a positive force within the Catholic Church inspired by the life of Christ in the Gospels*

**Appointed risk assessment officer:** Michelle Wood

### What is a risk assessment?

A risk assessment is the process of identifying hazards and then assessing their potential for causing harm or loss. It also includes an evaluation of the consequences of a risk if it materialises and suggests what needs to be done to avoid or minimise the risk.

### What is the difference between a hazard and a risk?

*"A hazard is an article, substance, piece of equipment or an installation with the potential to cause harm or loss or both. A risk is a measure of the probability that the hazards (potential for harm or loss) will materialise. For example, a trailing wire, spillage, loose carpet tile and so on".*

Croner's A-Z Guide to Education Management

*"The law does not expect you to eliminate all risk, but you are required to protect people as far as reasonably practicable. You are legally required to assess the risks in your workplace so that you put in place a plan to control the risks".* Five Steps to Risk Assessment, HSE Publications

The registered person is responsible for seeing that the risk assessment is carried out properly by;

- Nominating someone who is responsible for health and safety? **Barbara Draper**
- Having a nominated person who is responsible for carrying out risk assessments? **Michelle Wood**
- Ensuring they been on health and safety training?
- Ensuring risk assessments are carried out regularly?
- Display the risk assessment procedures and how can it be accessed?

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At Our Lady's, all reasonable steps are taken to make sure that hazards to children, both indoors and outdoors are minimised.

### Points to consider

There are five steps to risk assessment:

Step 1 – Identify the hazard

Step 2 – Decide who might be harmed and how

Step 3 – Evaluate the risks and decide on precautions

Step 4 – Record your findings and implement them

Step 5 – Review your assessment and update if necessary.

**Risk-benefit analysis** is the comparison of the **risk** of a situation to its related **benefits**. For instance, if a situation involves more than minimal risk of harm to children, being sure that the amount of benefit clearly outweighs the amount of risk. At Our Lady's we will sometimes offer play opportunities that involve risk and challenge, but we will be ready to use professional judgment as to when to intervene in children's play without disrupting the play cycle.

When carrying out the risk-benefit analysis, there must be no potential damage to yourself, others or property and policy should identify the acceptable and unacceptable risks so all staff are consistent in their approach.

The factors to determine whether or not the level of risk is acceptable are:

- the likelihood of coming to harm
- the severity of harm
- the benefits, rewards or outcomes of the activity.

### Useful resources and websites

Health and Safety Executive (HSE) [www.hse.gov.uk](http://www.hse.gov.uk)

5 Step to Risk Assessment leaflet available to download from [www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm)

Royal Society for the Prevention of Accidents (ROSPA) [www.rospea.co.uk](http://www.rospea.co.uk)

Management of Health and Safety at Work Regulations 1999 – requires employers to carry out risk assessments, plan to implement necessary measures, appoint competent people and arrange for appropriate information and training.

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Workplace (Health, Safety and Welfare) Regulations 1992 – covers a wide range of basic health, safety and welfare issues such as ventilation, workstations, seating and welfare facilities.

Personal Protective Equipment at Work Regulations 1992 – requires employers to provide appropriate protective clothing and equipment for their employees.

Health and Safety (Display Screen Equipment) Regulations 1992 – sets out requirements for work and visual display units (VDU's).

Provision and Use of Work Equipment Regulations (PUWER) 1992 – requires that equipment provided for use at work, including machinery, is safe.

Health and Safety (First Aid) Regulations 1981 – covers requirements for first aid.

Employers' Liability (Compulsory Insurance) Regulations 1969 – requires employers to take out insurance against accidents and ill-health to their employees.

Noise at Work Regulation 1989 – requires employers to take action to protect employees from hearing damage.

Control of Substances Hazardous to Health Regulations 2002 – requires employers to assess the risks of hazardous substances and take appropriate precautions.

Control of Asbestos at Work Regulations 2002.

Control of Lead at Work Regulations 2002.

### **Responsibilities of the Risk Assessment Officer**

1. To complete a full termly written assessment check on building and equipment.
2. To continually review and revise assessment. (All Nursery staff acknowledges the daily visual observation of any "Risks" and will act on them accordingly and complete the appropriate documentation.)
3. To ensure the completion of a twice daily safety checklist both indoors and outdoors. (This is also the responsibility of all staff members).

**Signature of Chair of Committee members:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Nursery Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_