



ROMPERS PRIVATE NURSERY

HEALTH AND SAFETY RISK ASSESSMENT POLICY



Policy Statement:

At Rompers, we are committed to maintaining a safe and healthy environment for all children, staff, parents, and visitors. In accordance with the Health and Safety at Work Act 1974, we accept our duty to protect the health, safety, and welfare of all individuals within the setting.

As part of our responsibilities, we conduct thorough Risk Assessments to identify significant hazards, determine who may be harmed and how, and take appropriate action to eliminate or control these risks. Our health and safety practices also align with the United Nations Convention on the Rights of the Child (**UNCRC**) – **Articles 6, 24, and 25**.

Aims of this Policy:

- To maintain high standards of health and safety for all children, staff, parents, and visitors.
- To reduce the occurrence of accidents, injuries, and illness.
- To foster a positive health and safety culture across the setting.
- To promote the involvement and cooperation of all adults and children in implementing and adhering to safety measures.
- To identify potential hazards that could cause injury or illness.
- To assess the risk associated with identified hazards.
- To take proportionate and effective steps to eliminate or control identified risks

Procedures:

- Maintain a safe, secure, and comfortable environment across all areas of the premises.
- Ensure all equipment and systems are safe for use and regularly inspected.
- Conduct and record daily pre-use checks of outdoor areas and equipment using risk assessment checklists.
- Provide appropriate training, supervision, instructions, and information to staff to ensure health and safety standards are met.
- Ensure all new equipment is checked for compliance with safety requirements before use.
- Keep up-to-date registers for children and visitor logbooks.
- Maintain effective accident and incident reporting procedures, with follow-up action taken where needed.
- Keep a current fire safety log and conduct fire drills at least once per term.
- Monitor sickness trends among staff and children, using return-to-work forms and other measures as necessary.

- Prepare for emergency situations with clear and practised procedures.
- Produce and regularly update risk assessments for:
 - The premises and daily activities
 - Vulnerable workers (e.g., young workers, expectant mothers, individuals with disabilities)
- Include all health and safety policies and procedures in staff induction packs and ensure these are reviewed during onboarding.
- Assess the risks of new work routines, use of alternative premises, and transportation activities.
- Keep a detailed, written record of repairs and maintenance, filed in the on-site maintenance log.
- Ensure all service users and staff have access to health and safety policies and procedures at all times.

Monitoring:

- Carry out daily safety checks as part of our duty of care.
- Include health and safety awareness and training as a core part of staff induction and ongoing professional development.
- Maintain and review records of repairs and maintenance.
- Investigate and record all accidents and incidents accurately, with follow-up action documented.
- Monitor accident and incident data monthly, analysed by Room Champions to identify trends or areas of concern.
- Review all health and safety procedures annually or sooner if there are significant changes, such as renovations, new admissions with specific needs, or changes to legislation.
- Undertake timely repairs and scheduled inspections of the premises to ensure safety compliance

Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none
May 2022	TL	Room champions audit Accidents and incidents
February 2023	Room Champions	UNCRC articles added
May 2025	TL - C	Updated