



Risk Assessment Policy and Procedure

"Providers must ensure that they take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks." Page 28 of the Statutory Framework for the EYFS 2014 (3.64)

Objective: To create a safe and secure environment, risk assessments must be carried out daily and on a regular basis. Highest priority must be given to the health and well being of the children and all possible risks must be assessed and eliminated.

Policy: Regular risk assessments must be carried out by the Nursery staff to create a safe and secure environment. These checks must be in place for the premises and its equipment or for outings.

Procedure:

Risk Assessments relating to the Nursery environment

- Complete Nursery Daily Check to be carried out for common areas and outdoor area by the Nursery Nurse
- Class teacher to conduct a Daily Check in the classroom
- Record and report any issues (to the Nursery Manager) that arise in the Daily Check
- Conducting a Risk Assessment before making any changes to an area or before installing new equipment
- A thorough Risk Assessment to be carried out for the complete indoor and outdoor premises at the beginning of each term (To be carried out by the Nursery Nurse and Nursery Manager)
- Ensuring compliance with all requirements by Dubai Municipality, KHDA, DHA, and DMCC
- Risk Assessment to be carried out before any ratios in a classroom are to be altered
- Risk Assessing any visitors that have access to the nursery
- Children to be engaged in identifying risks and keeping themselves safe

Risk Assessments relating to Nursery Outings

- Consent section of the Registration form must be filled out at the time of enrollment
- Obtain written consent in cases where consent not obtained in the registration form like special outings such as Trip to the Zoo
- Ensure that only RTA approved transport to be used for transportation to and from the outing site
- Check seat belts are functional and the driver has valid License, Insurance, and Police Report in place
- Ensure that the bus driver is not using his mobile phone while driving
- Risk Assessment should be in place for all kinds of Outings such as Trip to the Park, Trip to the Fire Station, Trip to the Beach, etc. For a visit to a new place, new risk assessment form should be filled out by the Nursery Manager
- Complete trip plan needs to be in place for all outings. To be shared with staff before outing
- One designated mobile phone and parent contacts to be taken with staff to the outing
- Daily register to be taken along on the trip. Head counts to be done diligently as per the Trip Plan
- Children to have clothes labeled with Nursery Name and Contact details
- Missing child policy to be in place

