



Risk Assessment Policy

Bijou Day Nursery & Crèche, Cowbridge

Policy owner: Nursery Manager / Rheolwr y Feithrinfa

Version: 2.0

Last reviewed: June 2026 / Mehefin 2026

Next review: June 2027 / Mehefin 2027

Approved by: Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

1. Policy Statement

Bijou Day Nursery & Crèche is committed to promoting the safety and well-being of all children, staff, and visitors by systematically identifying, assessing, and managing risks. Risk assessment is a legal requirement and a fundamental part of how we operate. The employer (Bijou Day Nursery and Creche Ltd) retains ultimate accountability for health and safety and ensures that risk assessment processes are completed, reviewed, and acted upon.

This policy complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Child Minding and Day Care (Wales) Regulations 2010 (as amended), and the National Minimum Standards for Regulated Childcare (2016).

2. What is a Risk Assessment?

A risk assessment is a systematic process of identifying hazards, evaluating the likelihood and severity of harm, documenting existing controls, and determining what further action is needed to reduce risk to an acceptable level. It covers:

- The hazard or aspect of the environment being assessed
- Who could be harmed and how
- Existing control measures
- The level of risk (likelihood × severity)
- Additional actions needed
- Who is responsible for taking action and by when
- How and when the assessment will be reviewed

3. Types of Risk Assessment

3.1 Daily Checks

- Visual safety checks of all rooms, outdoor areas, and equipment each morning before children arrive
- Cleaning checks (spills, hygiene standards)
- Equipment checks (play dough, sand, water — cleaned and safe)

- Recorded on daily check sheets, dated and signed by the completing staff member

3.2 Regular Written Risk Assessments

- Comprehensive risk assessments of the premises, outdoor areas, equipment, and activities are completed at least annually
- These are reviewed whenever there is a significant change (e.g., new equipment, building work, change in routines)
- Risk assessment files are available in each room for reference

3.3 Activity-Specific Risk Assessments

- Specific assessments for activities involving additional risk (e.g., cooking with children, woodwork, use of scissors)
- These are completed before the activity takes place

3.4 Outdoor Play Risk Assessments

- A risk assessment of the outdoor area is completed **before** children use it each day
- Checks for: rubbish, broken equipment, hazardous objects, small parts, animal faeces, trip hazards, gate security

3.5 Outing Risk Assessments

- A separate, specific risk assessment is completed for every outing away from the nursery
- For regular routes, a master assessment is reviewed termly
- See the Outings & Educational Visits Policy for full detail

3.6 Individual Risk Assessments

- For children with additional learning needs (ALN), medical conditions, or specific behavioural needs
- Completed in partnership with parents and, where relevant, external professionals

4. "See a Risk, Fix the Risk"

All staff are empowered and expected to take immediate action when they identify a hazard. If a risk can be made safe immediately (e.g., cleaning a spill, removing a broken toy), staff should do so without waiting for formal processes. The action is then recorded.

5. Responsibilities

PERSON	RESPONSIBILITY
Directors / Responsible Individual	Ultimate accountability for health and safety; ensuring policies and procedures are in place and followed
Nursery Manager	Overseeing day-to-day risk management; ensuring assessments are completed, reviewed, and filed; leading staff training
Room Leaders	Completing daily checks; raising concerns; ensuring room-level compliance
All Staff	Following risk assessment procedures; reporting hazards immediately; participating in training

6. Staff Training

- All staff are trained in the risk assessment process during induction
- Refresher training is provided annually and when significant changes occur
- Staff understand that risk assessment is everyone's responsibility, not just management's

7. Documentation & Filing

- All risk assessments are documented, dated, and signed
- Risk assessment sheets and files are kept in each room for accessibility
- Completed assessments are retained for at least 3 years
- Findings from risk assessments are discussed at staff meetings and used to inform policy updates

8. Review

This policy is reviewed annually. Risk assessments are reviewed at least annually, or sooner if circumstances change. The Nursery Manager is responsible for ensuring the review schedule is maintained.

9. Related Policies

- Health & Safety Policy
- Fire Safety & Evacuation Policy
- Outings & Educational Visits Policy
- Accident & Incident Policy
- Sun Safety Policy