**Bright Sparks**

**Childcare**

# Procedure for Risk Assessment

* The named nursery risk assessment officer is Emily Webber
* Safety checks are carried out before each session which will identify any risks, these are attended to immediately whenever possible and when not they are recorded for Stacey to attend to as soon as possible. Should Stacey not be able to attend to the risk she reports it to the Manager to attend to.
* As well as the above, the nursery is thoroughly assessed monthly by Emily for any risks which are dealt with by her or reported to the Manager.
* Any risks in the nursery are written down and recorded in the risk assessment folder. Each risk is dealt with individually, and all activities are risk assessed prior to implementation.
* Before outings from the nursery, risk assessments will be done on the places that are due to be visited, by Emily or another competent member of staff. The staff member will then make recommendations for the safety of the children that the other staff will adhere to.