The Lloyd Williamson Nurseries

Risk Assessment Policy

2026-2027

Updated by Ramona Cristea and Lucy Meyer
Date: 14.10.26
Due for Update: October 2027

Please note:

The ‘manager’ refers to Ramona Cristea

The ‘director’ refers to Lucy Meyer

The ‘SLT’ refers to the Senior Leadership Team which consists of Ramona Cristea and Lucy Meyer

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1. Aims

The nurseries aims to ensure that:

- All risks that may cause injury or harm to staff, children and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations
- The Work at Height Regulations 2005 say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed

- DfE guidance on the Prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism
- A table of all the risk assessments nurseries are required to have in place can be found in appendix 1 of this policy.

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1 The director
The director, or in the director's absence, the manager is responsible for ensuring that all risk assessments are completed and reviewed.

4.2 Nursery staff and volunteers
Nursery staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the SLT to any risks they find that need assessing

4.3 Pupils and parents/carers
Children and parents/carers are responsible for following the nurseries' advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.4 Contractors
Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks in the nurseries, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the nurseries and establish what associated hazards could injure or harm the health of staff, children and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1 to 3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the SLT
This policy will be reviewed by the director every year and approved by the SLT.

7. Links with other policies

This risk assessment policy links to the following policies:

Health and Safety

First Aid

Administration of Medication

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that we are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Asbestos		There is no asbestos in the buildings.	
Children being drawn into terrorism (Prevent duty)		Lucy Meyer	November 2026
Display screen equipment		Lucy Meyer	November 2026
Fire		Lucy Meyer	November 2026
Manual handling		Lucy Meyer	August 2026
Stress		Lucy Meyer	November 2026
Substances hazardous to health (COSHH)		Lucy Meyer	August 2026

Appendix 2: risk assessment template

Name of person completing the risk assessment					Date	
What are the hazards?	Who might be harmed and how?	What control measures are already in place? Are they sufficient?	What additional control measures are needed?	Action by whom?	Action by when?	Completed?