



## **Risk Assessment Policy and Procedure**

**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 areas by the Nursery Nurse.
- Class teachers 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 Manager/ Nursery Nurse.)
- Ensuring compliance with all requirements by Dubai Municipality, KHDA and DHA.
- 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 center.
- 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 Nearby Park.
- 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 and to be shared with staff before outing.
- One designated mobile phone (Nursery Admission mobile phone) and parent contacts to be taken with staff to the outing.
- Daily register to be taken on the trip. Head counts to be done diligently as per the Trip Plan.
- Children to wear the Nursery uniform with ID tags bearing the Nursery Name and Contact details.
- Staff to take bottles of water, nappies, wet wipes and spare clothes as required.

WHERE  
LITTLE MINDS  
BLOSSOM

