

Risk Assessment Overview for Staff

Toolbox Talk 2026

1. Purpose

This overview supports the nursery's full Risk Assessment and ensures all staff understand how to keep children, themselves, and others safe while working within the nursery. Effective risk assessment is essential to keeping children safe and is a key part of safeguarding.

All staff are required to read, understand and follow the control measures outlined in the nursery risk assessment.

2. What is a Risk Assessment?

A risk assessment is a process used to:

- Identify hazards
- Assess the level of risk
- Put control measures in place to reduce risk

At New Beginnings, risk assessments are used daily to ensure a safe environment for everyone.

3. Key Areas of Risk in the Nursery

Children's Safety

- Trips, falls, unsafe equipment
- Choking hazards
- Sleep safety
- Safeguarding concerns

 Staff must maintain **active supervision at all times**, appropriate to age and activity, and ensure environments are safe and suitable.

Infection Control & Hygiene

- Nappy changing
- Bodily fluids
- Cleaning routines

👉 Staff must:

- Wear gloves and aprons
 - Clean and disinfect surfaces after use
 - Wash hands thoroughly
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COSHH (Hazardous Substances)

- Cleaning products and chemicals
- Laundry and kitchen products

👉 Staff must:

- Read COSHH sheets and Safety Data Sheets (SDS)
 - Use PPE (gloves, aprons)
 - Store chemicals safely and securely
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Fire Safety

- Fire evacuation procedures
- Use of exits
- Staff roles

👉 Staff must:

- Know evacuation procedures
 - Follow instructions from Fire Leaders
 - Ensure children are safely evacuated
 - Take registers and never re-enter the building unless instructed
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Baby Room Evacuation

- Non-mobile children require additional support

👉 Staff must:

- Follow daily allocated roles
 - Safely carry children downstairs
 - Support each other during evacuation
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Kitchen Safety

- Hot surfaces and food hygiene

👉 Only authorised staff to use kitchen equipment and follow hygiene procedures.

Security & Premises

- Preventing unauthorised access
- Maintaining safe environments

 Staff must:

- Follow sign-in procedures
 - Monitor doors and entry points
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4. Risk Scoring (Simple Guide)

Risk = Likelihood × Severity

-  Low – controlled and safe
 -  Medium – requires monitoring
 -  High – requires immediate action
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5. Daily Checks & Safe Environment

- Daily environment and safety checklists must be completed
- Ensure all areas are safe before children access them
- Address hazards immediately where possible

Dynamic Risk Assessment (On-the-spot decisions)

- Staff must constantly assess risks throughout the day
- Environments can change quickly (e.g. spills, behaviour, weather)
- Take immediate action to make situations safe

 If something doesn't feel safe, **stop and seek guidance before continuing**

6. Reporting Risks

- Report hazards immediately to management
- Report **near misses** as well as accidents

Risks must be:

- Controlled
- Managed
- Removed

The Manager will:

- Support staff in managing risks
- Record issues on the internal reporting system

- Ensure risks are escalated and addressed
 - Follow the Risk Reporting Matrix
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7. Monitoring & Continuous Improvement

- Accidents and incidents are recorded using the Family app
- Reviewed monthly to identify:
 - o Trends in specific rooms
 - o Repeated incidents
 - o Individual children's needs
- Risk assessments are updated where required

👉 This ensures proactive risk management and effective safeguarding

8. Staff Responsibilities

All staff must:

- Follow all risk assessments and procedures
 - Maintain active supervision of children
 - Use PPE where required
 - Report hazards immediately
 - Complete daily checks
 - Take part in training and fire drills
 - Follow all nursery policies and procedures
 - Maintain a safe environment at all times
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✓ Quick Staff Check

- Do you know where to report a hazard?
 - Do you know your fire evacuation role?
 - Do you know where to find risk assessments?
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9. Staff Declaration

I confirm that:

- I have read and understood the nursery risk assessment overview
- I understand my responsibilities in maintaining a safe environment
- I will follow all procedures and control measures

Name: _____

Signature: _____

Position: _____

Date: _____