RISK ASSESSMENT POLICY

At Wibli Wobli Nursery we promote the safety of children, parents, staff and visitors by reviewing and reducing any risks.

Risk Assessments
Risk assessments document the hazard/aspects of the environment that needs to be checked on a regular basis, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

The nursery carries out daily risk assessments by way of opening and closing checks which covers of all rooms, including the kitchen. Staff also carry out a risk assessment before taking children into the garden.

The nursery will also have the following risk assessments on file:

- Building risk assessment for nursery building and any outdoor areas designated for nursery use
- Risk assessment for each room (babies, toddlers, preschool)
- Kitchen risk assessment
- Outdoor risk assessment for any nursery garden or outdoor area designated for nursery use
- Visitors risk assessment
- Individual risk assessments: separate assessments are maintained for staff (eg. pregnancy) and children (eg. recovering from an injury) where special considerations apply

These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change. All staff are trained in the risk assessment process to ensure understanding and compliance.

All outings away from the nursery are individually risk assessed and adequately staffed with paediatric first aid trained practitioners. For more details refer to the visits and outings policy.

Guidance and Support
Please refer to the Health and Safety Executive's 'Five Steps to Risk Assessment' www.hse.gov.uk/risk/fivesteps.htm for further support with the risk assessment process. The Five Steps to Risk Assessment publication and risk assessment templates can be downloaded from the Health and Safety Executive's website at www.hse.gov.uk

Citation Plc can also offer further support with risk assessments at www.citation.co.uk

This policy was adopted on	Signed on behalf of the nursery	Date for review

27/10/2026	*L.George*	*10/2027*

POLISI ASESU RISG

Ym Meithrinfa Wibli Wobli rydym yn hyrwyddo diogelwch plant, rhieni, staff ac ymwelwyr drwy adolygu a lleihau unrhyw risgiau.

Asesiadau Risg
Mae asesiadau risg yn dogfennu'r perygl/agweddau o'r amgylchedd y mae angen eu gwirio'n rheolaidd, pwy allai gael ei niweidio, rheolaethau presennol, difrifoldeb y risg/anaf, unrhyw gamau pellach sydd eu hangen i reoli'r risg, pwy sy'n gyfrifol am ba gamau, pryd/pa mor aml y cymerir y camau, a sut y bydd hyn yn cael ei fonitro a'i wirio a chan bwy.

Mae'r feithrinfa'n cynnal asesiadau risg dyddiol drwy wiriadau agor a chau sy'n cwmpasu pob ystafell, gan gynnwys y gegin. Mae staff hefyd yn cynnal asesiad risg cyn mynd â phlant i'r ardd.

Bydd gan y feithrinfa hefyd yr asesiadau risg canlynol ar ffeil:

- Asesiad risg adeilad ar gyfer adeilad y feithrinfa ac unrhyw ardaloedd awyr agored a ddynodwyd ar gyfer defnydd y feithrinfa
- Asesiad risg ar gyfer pob ystafell (babanod, plant bach, cyn-ysgol)
- Asesiad risg y gegin
- Asesiad risg awyr agored ar gyfer unrhyw ardd feithrinfa neu ardal awyr agored a ddynodwyd ar gyfer defnydd y feithrinfa
- Asesiad risg ymwelwyr
- Asesiadau risg unigol: cynhelir asesiadau ar wahân ar gyfer staff (e.e. beichiogrwydd) a phlant (e.e. gwella o anaf) lle mae ystyriaethau arbennig yn berthnasol

Caiff y rhain eu hadolygu'n rheolaidd ac maent yn cwmpasu risgiau posibl i blant, staff ac ymwelwyr yn y feithrinfa. Pan fydd amgylchiadau'n newid yn y feithrinfa, e.e. cyflwynir darn sylweddol o offer; rydym yn adolygu ein hasesiad risg cyfredol neu'n cynnal asesiad risg newydd yn dibynnu ar natur y newid hwn. Mae'r holl staff wedi'u hyfforddi yn y broses asesu risg i sicrhau dealltwriaeth a chydymffurfiaeth.

Mae pob taith allan o'r feithrinfa yn cael ei hasesu'n unigol o ran risg ac wedi'i staffio'n ddigonol gydag ymarferwyr cymorth cyntaf pediatrig wedi'u hyfforddi. Am fwy o fanylion, cyfeiriwch at y polisi ymweliadau a theithiau allan.

Canllawiau a Chymorth
Cyfeiriwch at 'Pum Cam i Asesu Risg' yr Awdurdod Gweithredol Iechyd a Diogelwch www.hse.gov.uk/risk/fivesteps.htm am gymorth pellach gyda'r broses asesu risg. Gellir lawrlwytho'r cyhoeddiad Pum Cam i Asesu Risg a'r templedi asesu risg o wefan yr Awdurdod Gweithredol Iechyd a Diogelwch yn www.hse.gov.uk

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf

27/10/2026	*L.George*	*10/2027*