



## 01 Health and safety procedures

### 01.1 Risk assessment

Our setting believes that health and safety of children are of paramount importance. Risk assessments are carried out to ensure the safety of children, staff, parents, carers, and visitors. Individuals in the workplace are responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' and 'duty of care' to those who work in and receive a service from our provision. Individuals are also responsible for ensuring their own and others safety.

- 01.1a Generic risk assessment form is completed for each area of work, and the areas of the building that are identified in these procedures.
- 01.1b Access audit is completed to ensure inclusion and the health and safety of all visitors, staff, and children. The relevant procedure is modified if required to match the assessment.
- 01.1c Access audit is completed to ensure inclusion and the health and safety of all visitors, staff, and children. The relevant procedure is modified if required to match the assessment.
- 01.1d Prioritised place risk assessment is completed for offering prioritised places during a national pandemic (such as Covid-19). A separate form is completed for each child who is prioritised because they are vulnerable, or meet any other criteria stipulated by the Government at the time. Risk assessment is also completed for each individual group/room as appropriate. If the risk assessment indicates a high risk if the place is offered, that cannot be minimised, the offer of the place may be withdrawn at the discretion of the Pre-school Lead.
- 01.1e Annual risk assessment completed annually for each area of work, and the areas of the building that are identified in these procedures, and equipment within the setting.

Risk assessment means: *Taking note of aspects of your workplace and activities that that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.*

The law does not require that all risk be eliminated, but that 'reasonable precaution' is taken. This is important when balancing the need for children to take appropriate risks through physically challenging play. Children need opportunities to work out what is not safe and what to do when faced with a risk.

#### **Daily safety sweeps and checks indoors and outdoors.**

- Health and Safety Sessional Checks are conducted before children arrive when setting up for the day, and in the afternoon. Sometimes a safety sweep will identify a risk that requires a formal risk

assessment on a form. For example, if a window latch is stiff and an educator must stand on a chair to reach it to ensure it has closed properly.

### **Health and safety risk assessments**

Health and safety risk assessments inform procedures. Staff, parents, and carers should be involved in reviewing risk assessments and procedures, as they are the ones with first-hand knowledge as to whether the control measures are effective, and they can give an informed view to help update procedures accordingly.

The Pre-school Lead undertakes training and ensures staff have adequate training in health and safety matters. The Pre-school Lead and Health and Safety Officers ensure that checks/work to premises are carried out and records are kept.

- Gas safety by a Gas Safe registered gas/heating engineer.
- Electricity safety by a qualified electrician.
- Fire precautions to check that all fire-fighting equipment and alarms are in working order.
- Hot air heating systems/air conditioning systems cleaned and checked.
- Deep clean is carried out in kitchen.

The Pre-school Lead and Health and Safety Officers ensure that staff members carry out risk assessments that include relevant aspects of fire safety, food safety, in each of the following areas of the premises:

- Entrance and exits.
- Outdoor areas.
- Connecting areas.
- Passageways, stairways and connecting areas.
- Group rooms.
- Main kitchen.
- Rooms used by others or for other purposes.

The Pre-school Lead ensures staff members carry out risk assessment for off-site activities, such as children's outings (including use of public transport), including:

- home visits where necessary
- other duties off-site such as attending meetings, banking etc

The Pre-school Lead ensures staff members carry out risk assessment for work practice including:

- changing young children, and the intimate care of young children
- arrivals and departures
- preparation of milk and food
- children with allergies and special dietary needs or preferences
- serving food in designated areas/rooms
- cooking activities with children
- supervising outdoor play and indoor/outdoor climbing equipment
- settling young children that fall asleep
- assessment, use and storage of equipment for disabled children
- visitors to the setting who are bringing equipment or animals as part of children's learning experiences, for example 'fire engines'
- following any incidents involving threats against staff or volunteers
- following any accident or incident involving staff or children

The Pre-school Lead liaises with Crime Prevention Officers as appropriate to ensure security arrangements for premises and personnel are appropriate.