

Safety and Suitability of Premises, Environment and Equipment

Risk assessment



Policy statement

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

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

This policy is based on the Pre-school Learning Alliance risk assessment processes, these five steps are:

- Identification of risk: Where is it and what is it?
- Who is at risk: staff, children, parents, cooks, cleaners etc?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Procedures

- We undertake training and ensure our staff and volunteers have adequate training in health and safety matters.

Our risk assessment process covers adults and children and includes:

- determining where it is helpful to have written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors;
- checking for and noting hazards and risks indoors and outside, in relation to our premises and activities;

- assessing the level of risk and who might be affected:
 - deciding which areas need attention; and
 - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.
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- The Supervisor ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
 - The Supervisor ensures that staff members carry out risk assessments for work practice including:
 - changing children.
 - preparation and serving of food/drink for children.
 - children with allergies.
 - cooking activities with children.
 - supervising outdoor play and indoor/outdoor climbing equipment.
 - all toys and equipment used within the setting.
 - the assessment, use and storage of equipment for disabled children.
 - the use and storage of substances which may be hazardous to health, such as cleaning chemicals.
 - visitors to the setting who bring equipment or animals as part of children's learning experiences; and
 - following any incidents involving threats against staff or volunteers.
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- We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). We ensure that we are familiar with the HSE guidance and can access the risk assessment relevant to the premises from the landlord.
 - Checks, such as electricity and gas safety checks, and any necessary work to the setting's premises are carried out annually arranged by the Landlord, and records are kept.

The Supervisor ensures that staff members carry out risk assessments for off-site activities if required, including:

- children's outings.
- other off-site duties such as attending meetings, banking etc.

COVID-19 Update

A Prioritised Place Risk Assessment is completed during a COVID-19 outbreak for managing places, ensuring the safety and well-being of every child. This can be used for groups or for individual children who may be vulnerable. See Appendix 1

Legal framework

- Management of Health and Safety at Work Regulations 1999

Further guidance

Five Steps to Risk Assessment (HSE 2014)

www.hse.gov.uk/pubns/indg163.pdf

Other useful Pre-school Learning Alliance publications

- Managing Risk (2009)
- Daily Register and Outings Record (2012)

Authorisation & Review

This policy was adopted at a meeting of Wroughton Preschool

Held on _____

Date to be reviewed Yearly at AGM

Signed on behalf of the management
committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner) Chairperson