



General Welfare Requirement: Suitable premises, environment and equipment
 Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.

Health and Safety

Risk Assessment

Policy statement

We believe 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.

Risk assessment means:

Taking note of aspects of your workplace and activities 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.

The law does not require that all risk is 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.

The basis of this policy is risk assessment.

- Identification of risk: Where is it and what is it?
- Who is at risk: Staff, children, parents?
- 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?
- Termly monitoring and review: is it working, have new children/staff altered the risk?

EYFS key themes and commitments

| A Unique Child | Positive Relationships | Enabling Environments | Learning and Development |
|------------------|------------------------|-------------------------------------------------------|--------------------------|
| 1.3 Keeping safe | | 3.3 The learning environment 3.4 The wider context | |

Procedures

- Our Health and Safety Representative undertakes training and ensuring 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 make some written risk assessments in relation to specific issues, to inform [staff/my] practice, and to demonstrate how [we are/I am] 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/my] 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.
- Our risk assessment is written and is reviewed regularly.
- We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.
- Our Health and Safety Representative carries out checks, such as electricity and gas safety checks, and any necessary work to the setting premises are carried out annually and records are kept.
- Our Health and Safety Representative carries out risk assessments that include relevant aspects of fire safety, food safety for all areas of the premises.
- We 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;
 - [putting babies or young children to sleep;]
 - 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 are bring equipment or animals as part of children's learning experiences; and
 - following any incidents involving threats against staff or volunteers.
- We carry out risk assessments for off-site activities if required, including:
 - children's outings (including use of public transport)
 - forest school and beach school

- home visits; and
- other off-site duties such as attending meetings, banking etc.
- We take precautions to reduce the risks of exposure to Legionella (Legionnaires disease). We ensure that we are familiar with the HSE guidance and risk assess accordingly/have seen the risk assessment relevant to the premises from the landlord.

We have robust and effective systems for checking risks on a daily, weekly, monthly, termly and annual basis. Although our Health and Safety representative has overall responsibility, all staff are competent in visually checking for risks on a daily basis.

Our Health and Safety representative carries out a checklist style Termly Risk assessment which cover the whole setting (not just one aspect or activity.) These reports are kept on file. Any hazards identified are recorded and taken to the directors or dealt with by the manager or bursar.

| | |
|-----------------------------|----------------------------------------------------|
| This Policy was reviewed by | Office Manager – Liz Burnett |
| Adopted by | Rotherfield Village Pre-School Staff and Directors |
| Date | November 2016 |
| Review Date | November 2018 or if legislation changes |